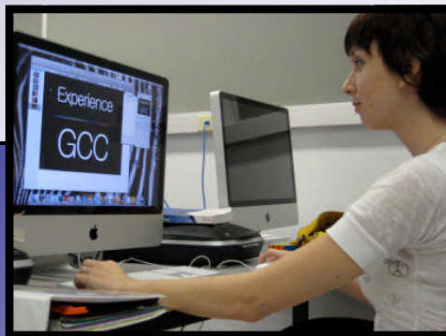




GUAM COMMUNITY COLLEGE

SLO & Curriculum Mapping Booklet



Why this booklet?

Intended for faculty to

Stimulate dialogue.

Establish consistency.

Use as a resource.

Align SLOs with industry needs.

Establish high expectations for all.

Updated August 2010

The following excerpt appears in the 2010 - 2011 GCC Catalog:

Student Learning Outcomes (SLOs) at the course level, whenever available, follow these course descriptions. SLOs at the course level describe what students should be able to perform, apply, or produce in relation to how and what they have learned. In the course SLOs that follow, clear and intentional expectations are laid out, particularly as they define the goals of student learning experiences. In a nutshell, they specify what students should be able to know, do, or value after participating in planned learning activities.

New ongoing efforts are underway to revisit all curriculum documents so that SLOs become integral components of each and every course at the College.

This booklet is an important attempt to address this continuous initiative.

MISSION STATEMENT:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Message from the Deans

Two years and three SLO booklets later, the work of Dr. Marsha Postrozny and her dedicated efforts alongside the faculty comprising the curriculum committee and department chairs has truly come to fruition. The first SLO booklet provided a visual comparison to the faculty by calling attention to the glaring discrepancies not only between departments and programs, but also between sections of the same course. The impact that the visual presentation made through this physical document, truly instigated a flurry of activity in refining and strengthening the learning outcome commitments we make to our students. The outcome to that flurry of activity was demonstrated in the second SLO booklet where SLOs were further refined.

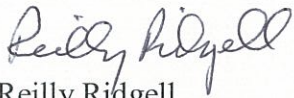
This updated version of the SLO and Curriculum Mapping Booklet truly demonstrates that at GCC we continue to close the gaps and mature in our efforts to articulate the learning that occurs on this campus. The growth made by the instructional departments and the efforts made by Dr. Postrozny should not go unnoticed. With this level of commitment to learning and growth, Guam Community College truly is a leader in career and technical workforce development.



Dr. Michelle Santos

Dean

School of Technology & Student Services



Reilly Ridgell

Dean

School of Trades & Professional Services

Foreword

Course Level SLOs consist of the three to five main outcomes that address what students will be able to do, know, think, and/or value by the successful completion of a course. This booklet is an updated and expanded version of the SLO Booklet first published in Spring 2009. Several faculty took the dialog to a higher level by getting feedback from their respective advisory committees, students, and adjunct faculty who offered further suggestions. Hence, many of the originally written course SLOs were revisited and refined. This booklet lists the Course Level SLOs extracted from the catalog and syllabi submitted during Summer 2009, Fall 2009, and Spring 2010 in addition to all the approved SLO Maps – Course & Program Level.

The SLO Map template was revised to replace the 28 General Education Outcomes with five Institutional Learning Outcomes (ILOs) which were approved in December 2009. Every administrative unit, student services unit, and academic department must map to the ILOs; similar to how course SLOs were mapped to the General Education Outcomes. The ILOs were written broader in scope and used the 28 General Education Outcomes in their development. The General Education Committee conducted a presentation on the newly developed ILOs to all employees at the Professional Development Day on February 15, 2010. The committee members gave specific examples of how particular course level SLOs link to the ILOs.

According to accreditation standards, all Course Level SLOs must eventually be published in the College's catalog, match those listed in syllabi, and go through an assessment cycle. This booklet is evidence that almost 100% of our SLOs are published in the current catalog and disseminated in syllabi. Another big accomplishment was the completion of the first course level SLO assessment cycle in Spring 2010. Completion of an entire assessment cycle requires the documentation of a plan, data collection, summary of results, and the use of results to instill change. The last step is meant to close the loop leading to overall improvements. Eventually, all of our SLOs will have gone through this rigorous assessment process, but we are doing this gradually, focusing on quality and not quantity. Although we are very close to our goals, it is not a means to an end. SLOs at our College will continue to be our *galaide* (outrigger canoe), ensuring we sail in the right direction - towards a truly learner centered institution!



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Adjunct Associate Dean (Former)
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Course SLOs shaded in blue have not been formally approved via curricula submission.

ABE – ADULT BASIC EDUCATION

ABE040

BASIC SKILLS READING, WRITING, & SOCIAL STUDIES (0)

Upon successful completion of this course, students will be able to:

1. Demonstrate and apply basic language skills through writing and communicating ideas effectively.
2. Demonstrate and apply basic reading and visual processing skills using selections and graphics in United States and world history, geography, government, civics, and economics.
3. Demonstrate and apply basic reading skills using selections in various literary genres using fiction, non-fiction, poetry, drama literary forms, nonfiction prose, as well as workplace and community documents.

ABE040

BASIC SKILLS MATH & SCIENCE (0)

Upon successful completion of this course, students will be able to:

1. Demonstrate mathematics skills in calculation, analysis, problem solving, and application problems.
2. Demonstrate mathematics in number operations, number sense, measurement, geometry, data analysis, and probability.
3. Demonstrate basic study, test taking, and reference skills appropriate to the GED program.
4. Demonstrate basic calculator and computer literacy skills.
5. Demonstrate and apply reading and visual processing skills using selections in physical science, life science, and Earth and space science topics.

AC - ACCOUNTING

AC100

FUNDAMENTALS OF BOOKKEEPING AND ACCOUNTING (3)

Upon successful completion of this course, students will be able to:

1. Apply accounting procedures to properly record financial information about a business.
2. Apply generally accepted accounting theory and principles to perform all the steps of the accounting cycle for a service and retail type business.
3. Perform internal control procedures to protect and properly manage cash and other business assets.
4. Perform accounting procedures to journalize and post business transactions using special journals for a merchandise business.

AC101

ACCOUNTING PRINCIPLES I (3)

Upon successful completion of this course, students will be able to:

1. Interpret and apply accounting principles and concepts to record and report business financial data for effective management decision making.
2. Demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandise business.
3. Perform manual and computerized accounting tasks that use subsidiary ledgers and special journals.
4. Perform bank reconciliations for business records and maintain petty cash systems.
5. Demonstrate the ability to calculate inventory data using various types of inventory costing methods.

AC102

ACCOUNTING PRINCIPLES II (3)

Upon successful completion of this course, students will be able to:

1. Analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
2. Apply financial statement analysis to assess the solvency and profitability of a business.
3. Analyze accounting issues related to bonds and perform the calculations to compute the present value of bonds payable.
4. Process payroll transactions and registers with related employee and employer taxes.

AC103

ACCOUNTING PRINCIPLES III (3)

Upon successful completion of this course, students will be able to:

1. Perform accounting tasks essential for financial management of a manufacturing business using both job order and process costing accounting systems.
2. Analyze the cost behavior of all expenses of a manufacturing business for internal decision making by management.
3. Explore the process of preparing budgets for a manufacturing business.
4. Calculate various standard deviations performed from the standard budget of a manufacturing business.
5. Determine the selling price of manufacturing products using the total cost, product cost and variable cost concepts.

AC110

PAYROLL ACCOUNTING (3)

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.
2. Calculate wages, employees earning records, and a payroll register applying all payroll laws that are applicable and current.
3. Perform all aspects of payroll operations, including payroll tax returns.
4. Process a four-month payroll period for a business using two methods: manual and computerized.

AC150

FEDERAL INCOME TAX I (3)

Upon successful completion of this course, students will be able to:

1. Discuss what the federal income tax is and distinguish it from other types of federal taxes.
2. Distinguish between the regular income tax and the alternative minimum tax.
3. Discuss how Congress derived its authority to impose the federal income tax.
4. List the objectives of the federal income tax laws.

AC210

INTRODUCTION TO FINANCIAL MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Interpret and apply financial ratios to financial statements to evaluate future prospects of the business.
2. Define markets and determine the market interest rate using various universal tools.
3. Compare risk with the rate of return in a single investment and a portfolio investment.
4. Perform valuations of stocks and bonds.
5. Calculate present value and future value of a cash flow problem.
6. Explain the concept of working capital and its components in order to manage cash conversion cycles.

AC211

ACCOUNTING PRINCIPLES I (4)

Upon successful completion of this course, students will be able to:

1. Interpret and apply accounting principles and concepts to record and report business financial data for effective management decision making.
2. Demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandise business.
3. Perform manual and computerized accounting tasks that use subsidiary ledgers and special journals.
4. Perform bank reconciliations for business records and maintain petty cash systems.
5. Demonstrate the ability to calculate inventory data using various types of inventory costing methods.

AC212

ACCOUNTING PRINCIPLES I (4)

Upon successful completion of this course, students will be able to:

1. Analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
2. Demonstrate proficiency to prepare corporation financial statements including the statement of cash flows.
3. Contrast the accounting systems used by manufacturing businesses: job order and process costing.
4. Prepare the basic income statement budgets for a manufacturing business.
5. Explain and illustrate how standards are used in budgeting.

AC225

HOSPITALITY INDUSTRY ACCOUNTING (3)

Upon successful completion of this course, students will be able to:

1. Develop mastery-level skills in the fundamentals of financial accounting for the global hospitality industry.

2. Obtain the American Hotel & Motel Association certificate upon completion of all course requirements and successfully passing the national certification examination.
3. Perform analysis and interpretation of financial statements of the hospitality industry.
4. Discuss computerized accounting systems prevalent in hospitality businesses that use special journals and subsidiary ledgers.

AC232

ACCOUNTING ON THE COMPUTER USING PEACHTREE (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by Peachtree.

AC233

ACCOUNTING ON THE COMPUTER USING QUICKBOOKS (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate computer-based skills using a current software version of QuickBooks to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using QuickBooks.
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by QuickBooks.

AC240

CERTIFIED BOOKKEEPER REVIEW (3)

Upon successful completion of this course, students will be able to:

1. Develop mastery-level skills in selected areas of accounting such as Payroll, Depreciation, Adjusting Entries, Error Corrections, Inventory, Internal Control and Fraud Prevention, to prepare for passing the AIPB national certification exam.
2. Obtain their CB certificate upon full completion of all AIPB requirements.
3. Discuss the universal Code of Ethics for bookkeepers and sign a code of ethics declaration.

AC250

FEDERAL INCOME TAX II (3)

Upon successful completion of this course, students will be able to:

1. Discuss the formation and operation of corporations related to corporate taxation.
2. Discuss corporate taxation regulations related to corporate distributions to shareholders.

3. Discuss taxation issues for stock redemptions treated as a sale or exchange or as a dividend.
4. Determine the tax treatment of the liquidating corporation including the recognition of gain or loss.
5. Identify the characteristics of the seven types of reorganization of a corporation.
6. Explore the nature of the accumulated earnings tax penalty imposed on a corporation that fails to distribute its earnings.

AC298

Cooperative Education for Accounting (1-6)

Upon successful completion of this course, students will be able to:

1. Reinforce and develop the knowledge of accounting theory and accounting principles applied to the tasks of an accounting job.
2. Train with accounting professionals that provided work experience in the accounting process for financial recordkeeping.
3. Apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
4. Demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor during the duration of a job assignment.
5. Demonstrate organizational skills needed to work within an accounting department.

AE - ARCHITECTURAL ENGINEERING

AE103

BASIC BLUEPRINT READING (3)

Upon successful completion of this course, students will be able to:

1. Identify basic specifications and codes of various trades' related industries.
2. Recognize and sketch basic lines.
3. Apply symbols, notes, and conventions to the creation of drawings and sketches.

AE121

TECHNICAL ENGINEERING DRAWING I (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate proper use of drafting instruments to draw existing plans.
2. Accurately measure existing drawings.
3. Describe basic components of a blueprint.

AE122

TECHNICAL ENGINEERING DRAWING II (3)

Upon successful completion of this course, students will be able to:

1. Prepare a partial working drawing.
2. Accurately depict different elevation views.
3. Draw plumbing components found in a typical house plan.

AE138

BUILDING CODES, SPECIFICATIONS & CONSTRUCTION MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Explain local and national building codes and standards.

2. Identify the process for acquiring a building permit.
3. Explain the various agencies functions in the permitting process.

AE150

COMPUTER AIDED DESIGN & DRAFTING (CADD) I (3)

Upon successful completion of this course, students will be able to:

1. Produce line drawings using computer technology.
2. Demonstrate and explain basic equipment components and terminology used in the Computer Aided Design & Drafting (CADD) career.
3. Demonstrate basic proficiency using design software.

AE160

COMPUTER AIDED DESIGN & DRAFTING (CADD) II (3)

Upon successful completion of this course, students will be able to:

1. Utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design.
2. Compile information about a building from architectural and engineering reference materials and produce an appropriate document that complies with building codes and save it in an electronic medium.
3. Demonstrate intermediate two and three dimensional editing techniques.
4. Demonstrate how to prepare two and three dimensional drawings for architecture, interior design, mechanical and structural engineering, and other design fields.

AE216

Descriptive geometry (3)

Upon successful completion of this course, students will be able to:

1. Apply graphical methods to solve three-dimensional space problems.
2. Set up projection planes to satisfy specific requirements.
3. Use computer drafting software such as AutoCAD® to create a three-dimensional object with integration of geometric shapes and save to an electronic medium.

ASL - AMERICAN SIGN LANGUAGE

ASL100

AMERICAN SIGN LANGUAGE I (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, finger spelling the alphabet and numbers.
2. Demonstrate proficiency in visual acuity using body/facial expressions, gestures and other nonverbal skills to convey and respond to information received.
3. Demonstrate acceptable behavior with the Deaf Community.

ASL110

AMERICAN SIGN LANGUAGE II (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate basic understanding of American Sign Language (ASL) that includes manually coded English and finger spelling.

2. Demonstrate expanded vocabulary and conversational range such as talking about other people and activities, giving directions, describing people, and making requests.

AST - AUTOMOTIVE SERVICE TECHNOLOGY

AST100

INTRODUCTION TO AUTOMOTIVE SERVICE (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate shop safety concepts and practices.
2. Depict good customer relations.
3. Identify basic hand tools and shop equipment and demonstrate proper use.
4. Explain the basic functions and perform elemental service procedures on the engine, electrical, and ignition systems.
5. Perform basic automotive measurements and compare results to specifications.

AST110

ENGINE REPAIR (3)

Upon successful completion of this course, students will be able to:

1. Explain the basic functioning of the engine mechanical system.
2. Identify and interpret engine mechanical concerns and determine necessary action.
3. Perform basic service and repair procedures on an engine.
4. Inspect cylinder head, water and oil passage condition, and identify wear patterns, determine necessary action.

AST120

AUTOMATIC TRANSMISSION AND TRANSAXLE (3)

Upon successful completion of this course, students will be able to:

1. Diagnose general transmission and transaxle faults.
2. Perform maintenance and adjustment procedures on transmission and transaxle.
3. Explain in-vehicle transmission repair procedures.
4. Demonstrate basic off-vehicle transmission repair procedures.

AST130

MANUAL DRIVE TRAIN AND AXLES (3)

Upon successful completion of this course, students will be able to:

1. Diagnose general drive train faults.
2. Diagnose clutch related problems and perform needed repairs.
3. Explain elemental manual transmission/transaxle, and differential repair procedures.
4. Depict how to diagnose and repair four-wheel drive and all-wheel drive systems.

AST140

SUSPENSION AND STEERING (3)

Upon successful completion of this course, students will be able to:

1. Identify and interpret short and long arm and strut suspension faults and determine necessary action.
2. Perform preventive maintenance procedures on power steering system.
3. Diagnose tire related concerns and determine necessary action.
4. Service and adjust parallelogram, and rack and pinion steering systems.

AST150 BRAKES (3)

Upon successful completion of this course, students will be able to:

1. Identify general brake-related concerns and recommend actions to be taken.
2. Diagnose hydraulic related faults in a vehicle's brake system.
3. Inspect the mechanical components of a vehicle's brake system and determine necessary action.
4. Ascertain the cause/s of abnormal brake system noises, poor performance and excessive wheel shimmy and vibration.

AST160 ELECTRICAL/ELECTRONIC SYSTEMS (3)

Upon successful completion of this course, students will be able to:

1. Perform general electrical system diagnosis.
2. Service battery and starting system.
3. Diagnose and repair lighting system.
4. Determine cause of inoperative electronic gauges and accessories, determine required action.

AST170 HEATING AND AIR CONDITIONING (3)

Upon successful completion of this course, students will be able to:

1. Conduct performance check on A/C system and determine concern.
2. Recover and recycle refrigerant and charge A/C system.
3. Service A/C system components.
4. Perform diagnostics on heating, ventilation, and engine cooling system and perform needed repairs.
5. Diagnose and repair A/C and heating related controls.

AST180A ENGINE PERFORMANCE I (TUNE-UP, NO FUEL/EMISSION) (3)

Upon successful completion of this course, students will be able to:

1. Perform general engine diagnosis.
2. Diagnose and repair computerized engine controls.
3. Ascertain fault causes in ignition system and perform needed repairs.
4. Perform engine related maintenance and service procedures.

AST180B

ENGINE PERFORMANCE II (FUELS & EMISSIONS SYSTEMS) (3)

Upon successful completion of this course, students will be able to:

1. Perform intermediate level engine diagnostics.
2. Diagnose and repair faults in the fuel, air induction, and exhaust system.
3. Determine fault causes in the emission control system and perform needed repairs.

AST210**THEORY/PRACTICUM: ENGINE REPAIR (3)**

Upon successful completion of this course, students will be able to:

1. Remove and reinstall engine assembly with minimal supervision.
2. Repair problems related to the cylinder head and valve train.
3. Diagnose and repair cylinder block related faults.
4. Service cooling and lubrication system.

AST220**THEORY/PRACTICUM: AUTOMOTIVE TRANSMISSION AND TRANSAXLE (3)**

Upon successful completion of this course, students will be able to:

1. Perform general transmission and transaxle diagnostics with minimal supervision.
2. Demonstrate advance in-vehicle transmission and transaxle service and repairs.
3. Remove, disassemble, repair, and reinstall transmission and transaxle.

AST230**THEORY/PRACTICUM: MANUAL DRIVE TRAIN AND AXLES (2)**

Upon successful completion of this course, students will be able to:

1. Perform general transmission and transaxle diagnostics with minimal supervision.
2. Replace clutch pack components.
3. Remove, disassemble, repair, and reinstall transmission, transaxle, and differential assemblies.
4. Service and Repair drive shafts, half shafts, and constant velocity joints.

AST240**THEORY/PRACTICUM: SUSPENSION AND STEERING (2)**

Upon successful completion of this course, students will be able to:

1. Perform general suspension and steering systems diagnostics
2. Repair steering & suspension system faults
3. Adjust wheel alignment angles
4. Diagnose and repair wheel & tire failures

AST250**THEORY/PRACTICUM: BRAKES (2)**

Upon successful completion of this course, students will be able to:

1. Diagnose general brake system malfunctions
2. Repair the hydraulic system
3. Ascertain and remedy drum brake system failures
4. Diagnose and repair disc brake system failures
5. Diagnose and repair antilock brake and traction control systems

AST260**THEORY/PRACTICUM: ELECTRICAL/ELECTRONIC SYSTEMS (8)**

Upon successful completion of this course, students will be able to:

1. Perform advance body electrical system diagnostics.
2. Test and service battery.
3. Diagnose and repair faults in the charging and starting system.

AST270**THEORY/PRACTICUM: HEATING AND AIR CONDITIONING (2)**

Upon successful completion of this course, students will be able to:

1. Perform advance diagnostics on air conditioning and heating systems.
2. Replace air conditioning and heating system components with minimal supervision.
3. Diagnose and repair operating and control system.

AST280**THEORY/PRACTICUM: ENGINE PERFORMANCE (5)**

Upon successful completion of this course, students will be able to:

1. Perform advance engine performance diagnostics.
2. Locate faults in the computerized control system with minimal supervision.
3. Diagnose and repair ignition, fuel, air induction, and exhaust related problems with minimal supervision.

CD - EARLY CHILDHOOD DEVELOPMENT

CD110**EARLY CHILDHOOD EDUCATION ORIENTATION (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate basic knowledge of all developmental domains related to childhood.
2. List entry-level requirements and employment skills for various careers within the early childhood education field.
3. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.

CD140**ENVIRONMENTS FOR YOUNG CHILDREN (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate skills needed to design a safe environment for young children.
2. Demonstrate strategies for the promotion of good health practices in the early childhood environment.

CD180**LANGUAGE ARTS IN EARLY CHILDHOOD (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding in the language development domains as it relates to young children.
2. Plan and implement activities for young children which develop and enhance language skills, and promote literacy.

CD221**CHILD GROWTH & DEVELOPMENT (3)**

Upon successful completion of this course, students will be able to:

1. Describe the social, physical and cognitive development of infants and toddlers.
2. Describe the social, physical and cognitive development of preschoolers.

CD240**COGNITIVE & CREATIVE DEVELOPMENT (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.
2. Demonstrate the ability to plan and execute activities that stimulate cognitive development in young children.

CD260**SOCIAL & EMOTIONAL DEVELOPMENT (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge in the domains of social and emotional development in young children.
2. Demonstrate skills in child management techniques that foster self-concept, positive self-esteem, and social behaviors.
3. Apply skills in using positive guidance in an early childhood setting.

CD280**PROGRAM DEVELOPMENT & THE FAMILY PARTNERSHIP (3)**

Upon successful completion of this course, students will be able to:

1. Discuss developmentally appropriate practices that meet the needs of young children, and their families.
2. Demonstrate appropriate attitude and skills in working with parents and families.
3. Demonstrate knowledge of different early childhood programs.

CD285**CHILD CARE MANAGEMENT (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate a familiarity of the laws and regulations controlling the child care industry.
2. Become familiar with several types of child care and early education programs, and develop an understanding of the administration of such programs.
3. Demonstrate the skills needed to staff and structure a quality child care center.

CD292**ECE PRACTICUM (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate appropriate worksite behavior.
2. Develop and implement an integrated lesson and/or learning centers that incorporate all developmental areas of early childhood.

CE121

PROPERTIES OF MATERIALS (3)

Upon successful completion of this course, students will be able to:

1. List all the types of materials used in the building construction field.
2. Describe basic properties that differentiate the various types of building material.
3. Identify the correct application for any given material used in the construction industry.

CE211

PLANE SURVEYING I (3)

Upon successful completion of this course, students will be able to:

1. Describe the fundamentals of chaining, leveling, and use of transit as it relates to plane surveying.
2. Properly care, adjust, and use equipment in the plane surveying field.
3. Given a set of tasks, demonstrate proper use and application of surveying equipment and tools.

CE215

CONSTRUCTION PROCEDURES (3)

Upon successful completion of this course, students will be able to:

1. Explain the difference between precast and post stress concrete.
2. Describe the process involving the construction of a building foundation.
3. Chronologically sequence the steps related to the construction process.

CE221

STRENGTH OF MATERIALS (3)

Upon successful completion of this course, students will be able to:

1. Describe the strengths and limitations of various types of building materials.
2. Discuss the testing process involved in determining stress, strains, deformations, and loads.
3. Explain typical applications for various types of construction materials.

CE222

PLANE SURVEYING II (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate a variety of surveying techniques.
2. Apply appropriate skills using proper surveying instruments given various tasks.
3. Discuss reconnaissance, preliminary, and construction surveys.

CE225

CONSTRUCTION PLANNING & ESTIMATING (3)

Upon successful completion of this course, students will be able to:

1. Determine costs needed for various construction projects.
2. Estimate the amount of time required to complete a given construction project.
3. Apply critical thinking to determine labor hours versus equipment costs versus material costs.

CH - CHAMORRO LANGUAGE

CH110

CHAMORRO I (3)

Upon successful completion of this course, students will be able to:

1. Communicate orally in a limited variety of situations using basic Chamorro.
2. Comprehend short, simple sentences written Chamorro.
3. Acquire language proficiency through drills highlighting conjugation of verbs, tenses, and basic vocabulary.
4. Learn about the culture, customs, and tradition of Guam that will enhance the learning of the language.

CH111

CHAMORRO II (3)

Upon successful completion of this course, students will be able to:

1. Apply conversational Chamorro with emphasis on orthographic rules in spelling, writing, grammar, and reading.
2. Comprehend simple to complex sentences written in Chamorro.
3. Acquire and build on Chamorro vocabulary.

CI - CHINESE LANGUAGE

CI110

BEGINNING MANDARIN CHINESE I (4)

Upon successful completion of this course, students will be able to:

1. Communicate orally in a limited variety of situations using basic Mandarin.
2. Comprehend short, simple sentences written in Mandarin.
3. Acquire language proficiency through drills highlighting conjugation of verbs, tenses, and basic vocabulary.

CJ - CRIMINAL JUSTICE

CJ100

INTRODUCTION TO CRIMINAL JUSTICE (3)

Upon successful completion of this course, students will be able to:

1. Describe the history and development of the Criminal Justice System.
2. Identify the role of the Criminal Justice System in contemporary society.
3. Describe the functions of law enforcement, courts and corrections.
4. Describe the functions of probation, parole and the Juvenile Justice System.

CJ101

JUVENILE JUSTICE PROCESS (3)

Upon successful completion of this course, students will be able to:

1. Describe the history and development of the Juvenile Justice System.
2. Identify the role of the Juvenile Justice System in contemporary society.
3. Define the concept of "parens patriae" and how the courts interpret its meaning.
4. Apply Title 19 Guam Code Annotated, Chapter 5, and The Family Court Act to hypothetical situations.

CJ102

FIRST RESPONDER (3)

Upon successful completion of this course, students will be able to:

1. Diagnose emergency situations and provide appropriate emergency treatment.
2. Explain and discuss the role of a First Responder.
3. Demonstrate the First Responder skill set at an acceptable level as required by local regulations.
4. Demonstrate proficiency in BLS and CPR by passing the final skills practical exams and written exam required by the DOT to become a certified First Responder.

CJ104

DYNAMICS OF SUBSTANCE ABUSE (3)

Upon successful completion of this course, students will be able to:

1. Articulate the medical, social and/or psychological aspects of addiction.
2. Demonstrate understanding of the different schedules under the Controlled Substances Act.
3. Identify and apply the detection, suppression, apprehension and prosecution procedures of substance abuse violations.

CJ107

INTRODUCTION TO CORRECTIONS (3)

Upon successful completion of this course, students will be able to:

1. Explain and analyze the correctional process, the correctional system, and the role of corrections in contemporary society.
2. Evaluate the history and evolution of the correctional process.
3. Identify the various correctional systems.
4. Examine the administration and trends in corrections.

CJ122

INTRODUCTION TO FORENSIC SCIENCE (3)

Upon successful completion of this course, students will be able to:

1. Describe the history and development of forensic science.
2. Identify the role of forensic science within the criminal justice system.
3. Identify the various analytical tools used to evaluate, process, investigate and adjudicate criminal cases.
4. Describe the various scientific techniques used to preserve, collect and analyze evidence.
5. Identify some of the legal and ethical issues in forensic science.

CJ126

OFFICER SURVIVAL (3)

Upon successful completion of this course, students will be able to:

1. Identify the safety techniques to use when approaching a potentially dangerous or life threatening situation..

2. List street survival skills an officer should acquire while on duty.
3. Demonstrate the ability to apply officer safety and street survival skills at an acceptable level in mock situations.

CJ126L

OFFICER SURVIVAL LABORATORY (1)

Upon successful completion of this course, students will be able to:

1. Practice the various officer safety and street survival skills in mock situations.
2. Demonstrate proficiency in the use of the various officer safety and street survival skills at acceptable levels.

CJ132

EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)

Upon successful completion of this course, students will be able to:

1. Identify safety skills during an emergency response.
2. Explain the proper operation of emergency vehicles.
3. Identify and properly deal with hazards involved with operating emergency vehicles.
4. Review the basics of defensive driving.
5. Demonstrate understanding of the laws governing emergency vehicle operation.

CJ135

FIREARMS USE/SAFETY/CARE (3)

Upon successful completion of this course, students will be able to:

1. Understand the physical attributes and mechanics of a firearm
2. Apply knowledge of firearm safety.
3. Demonstrate knowledge of firearm related laws.
4. Practice safe use of firearms within a controlled environment.
5. Demonstrate use of firearms at prevailing acceptable and passing levels.

CJ140

DEFENSIVE TACTICS (3)

Upon successful completion of this course, students will be able to:

1. Perform control and self defense tactics.
2. Demonstrate understanding of prevention, intervention and resolution techniques.
3. Demonstrate how to apply the use of force and the continuum of force.
4. Explain the legal issues involved in handling persons in custody, detainees, prisoners and inmates.

CJ145

PHYSICAL DEVELOPMENT (3)

Upon successful completion of this course, students will be able to:

1. Develop a positive attitude toward physical fitness.
2. Demonstrate understanding of the relationship between physical fitness, productivity, health, and safety.
3. Participate in physical development exercises.
4. Demonstrate the use of the various physical development exercises.

CJ148

TRAFFIC LAW ENFORCEMENT (3)

Upon successful completion of this course, students will be able to:

1. Explain the various traffic statutes and offenses.
2. Demonstrate knowledge and application of Title 16, Guam Code Annotated (Vehicle Code) to hypothetical situations.
3. Author a traffic accident report using the local traffic enforcement forms.

CJ150

CRIMINAL PROCEDURE (3)

Upon successful completion of this course, students will be able to:

1. Describe the history and development of the U.S. Court System, court cases and sources of rights.
2. Identify the procedural Criminal Law process.
3. Define how the courts interpret cases and the concept of stare decisis.
4. Understand and apply Title 8 Guam Code Annotated, Criminal Procedure Code, to hypothetical situations.

CJ155

SELF DEFENSE (3)

Upon successful completion of this course, students will be able to:

1. Apply the basic self-defense techniques through practical hands on training.
2. Demonstrate evasive measures, personal security, and escape tactics.
3. Demonstrate proper use of defense techniques upon weapon attacks and defend against multiple assailants.

CJ160

MOTORCYCLE TRAINING (3)

Upon successful completion of this course, students will be able to:

1. Understand the basic motorcycle operation skills.
2. Demonstrate and differentiate between fundamental riding skills and street riding skills.
3. Determine the proper operation of a motorcycle under normal, special, adverse, hazardous and emergency riding conditions.

CJ200

CRIMINAL LAW (3)

Upon successful completion of this course, students will be able to:

1. Describe the history and development of Criminal Law and the U.S. Court System.
2. Identify the substantive Criminal Law process.
3. Define the elements of a crime and probable cause.
4. Apply Title 9, the Criminal Code and 16, Vehicle Code³, Guam Code Annotated, to hypothetical situations.

CJ204

INTRODUCTION TO CRIMINOLOGY (3)

Upon successful completion of this course, students will be able to:

1. Explain and analyze crime, criminology, and the criminal justice system.
2. Evaluate the history and evolution of criminology.
3. Identify the various theories of crime causation.
4. Identify the various crime typologies.

CJ205**POLICE REPORT WRITING (3)**

Upon successful completion of this course, students will be able to:

1. Identify the substantive Criminal Law process.
2. Define the elements of a crime and determine if probable cause exists to charge a defendant with a criminal act.
3. Demonstrate understanding of the various law enforcement forms and how to apply it to hypothetical situations.
4. Apply Title 9, the Criminal Code and 16, Vehicle Code, Guam Code Annotated, to hypothetical situations.

CJ206**SOCIAL VALUES & THE CRIMINAL JUSTICE PROCESS (3)**

Upon successful completion of this course, students will be able to:

1. Explain and analyze community-based philosophy of policing.
2. Demonstrate understanding of the role of police and professionalism
3. Identify the various ethical issues of policing.
4. Identify how political, social, and economic issues relate to law enforcement.

CJ209**CONCEPT OF POLICE OPERATIONS (3)**

Upon successful completion of this course, students will be able to:

1. Explain and evaluate the structure, organization, and management of police or other law enforcement agency.
2. Explain and analyze the various types of police operations and the methods and strategies used to implement policies and other executive decisions.
3. Demonstrate understanding of the interrelations, role, conflict and trends of police and law enforcement in modern society.

CJ225**CRIMINAL INVESTIGATION (3)**

Upon successful completion of this course, students will be able to:

1. Apply the various methods used in investigating criminal cases to hypothetical situations.
2. Explain and evaluate the investigation, processing, and preservation of a crime scene.
3. Identify and analyze the various methods used to obtain information.

CJ250**POLICE ORGANIZATIONAL THEORY (3)**

Upon successful completion of this course, students will be able to:

1. Apply the various management theories and styles.
2. Explain and evaluate the structure and organization of police and other law enforcement agencies.
3. Identify and analyze the concepts of leadership, decision making, accountability, responsibility, and liability.

CJ260**COMPUTER FORENSIC EXAMINER (4)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge required to successfully pass the Certified Forensic Computer Examiner test.
2. Analyze electronic data including storage and retrieval.
3. Compile computer evidence.
4. Identify how to process the electronic crime scene.

CJ290

CRIMINAL JUSTICE INTERNSHIP (3)

Upon successful completion of this course, students will be able to:

1. Integrate classroom knowledge and theories with outside work experience.
2. Develop practical work related skills.
3. Understand the operations of a criminal justice related agency.
4. Practice the daily operations policy of a criminal justice related agency.

CM - COSMETOLOGY

CM101

CONCEPTS I (10)

Upon successful completion of this course, students will be able to:

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Plan and design a layout of a fully functional cosmetology salon.
3. Provide records and documents that are in compliance with all laws.
4. Identify all types of bacterial infections and disinfection control.
5. Experience customer service relations for a fully operational salon.
6. Apply the theoretical knowledge needed to provide basic nail, skin and haircare services.

CM102L

SALON I (6)

Upon successful completion of this course, students will be able to:

1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.

CM103L

SALON I ADVANCED (2)

Upon successful completion of this course, students will be able to:

1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.

CM117

ESTHETICS (16)

Upon successful completion of this course, students will be able to:

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Plan and design a layout of a fully functional esthetician salon.
3. Provide records and documents that are in compliance with all laws.
4. Identify all types of bacterial infections and disinfection control.
5. Experience customer service relations for a fully operational salon.
6. Apply the theoretical knowledge needed to provide, skin, makeup and removal of unwanted hair services.

CM118

NAIL TECHNOLOGY (8)

Upon successful completion of this course, students will be able to:

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Plan and design a layout of a fully functional nail salon.
3. Provide records and documents that are in compliance with all laws.
4. Identify all types of bacterial infections and disinfection control.
5. Experience customer service relations for a fully operational salon.
6. Apply the theoretical knowledge needed to provide nail care services.

CM198

CLINICAL CO-OP/WORK-LEARN (4)

Upon successful completion of this course, students will be able to:

1. Complete supervised work experience to develop skills necessary.
2. Enter the workforce by combining academic studies with practical, on-the-job training with work experience.

CM201

CONCEPTS II (10)

Upon successful completion of this course, students will be able to:

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Provide records and documents that are in compliance with all laws.
3. Identify properties of hair and scalp.
4. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for haircutting and hair coloring skills rendered at a mastery level
5. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.
6. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.

CM202L

SALON II (6)

Upon successful completion of this course, students will be able to:

1. Demonstrate the psychomotor skills needed for haircutting and haircoloring skills rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for hair, chemical texture services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.

CM203L

SALON II ADVANCED (2)

Upon successful completion of this course, students will be able to:

1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.

CM204L**SALON III (4)**

Upon successful completion of this course, students will be able to:

1. Demonstrate the psychomotor skills needed for haircutting and hair coloring skills rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.

CM215**ADVANCED COSMETOLOGY LABORATORY (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate actual performance of the art of cosmetology under real salon conditions.
2. Demonstrate the skills needed in advanced hair styling, hair shaping, permanent waving, hair coloring, makeup, facials, and air waving.

CS - COMPUTER SCIENCE

CS101**INTRODUCTION TO COMPUTER SYSTEMS & INFORMATION TECHNOLOGY (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of computer hardware and software concepts.
2. Apply computer skills to navigate around a computer, choose the proper application software to produce a desired result and access information on the World Wide Web.
3. State the social and ethical implications of computers in business and society.

CS102**COMPUTER OPERATIONS (3)**

Upon successful completion of this course, students will be able to:

1. Contract single user and multi-user operating systems.
2. Use system utilities at the basic level on AS/400.
3. Create a simple menu system using Command Language (CL) program and Screen Design Aid (SDA).

CS103**RPG II (3)**

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of RPG.

2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS104

VISUAL BASIC PROGRAMMING (3)

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS110

INTRODUCTION TO INTERNET (3)

Upon successful completion of this course, students will be able to:

1. Use the Internet to communicate, collaborate and retrieve information.
2. Identify positive social and ethical behaviors when using technology and the consequences of misuse.
3. Plan, design and publish a Web site.

CS151

WINDOWS APPLICATIONS (3)

Upon successful completion of this course, students will be able to:

1. Create, edit, format and print documents using Microsoft Word.
2. Create spreadsheets and charts to solve problems that involve numeric data using Microsoft Excel.
3. Create databases to store, retrieve, analyze and print information using Microsoft Access.
4. Create, edit, and format professional presentations using Microsoft PowerPoint.

CS152

MACINTOSH APPLICATIONS (3)

Upon successful completion of this course, students will be able to:

1. Create, edit, format, and print documents using Microsoft Word.
2. Create and edit basic worksheet and workbook formulas and charts using Microsoft Excel.
3. Create, modify, and design basic database tables, queries and forms using FileMaker Pro.
4. Create, edit, and format electronic presentations using Microsoft PowerPoint.

CS202 COBOL (3)

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of COBOL.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS203 SYSTEMS ANALYSIS & DESIGN (3)

Upon successful completion of this course, students will be able to:

1. Investigate the initial system request.
2. Analyze various aspects of the system request, and produce system requirement documents

3. Design the solution to meet the system requirement documents (virtual solution).
4. Develop program code to meet the system requirement (actual solution).
5. Implement the actual solution into the system and fine tune it to best meet the needs of the users.

CS204

C PROGRAMMING (3)

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of C Language.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS205

NETWORK COMMUNICATIONS (4)

Upon successful completion of this course, students will be able to:

1. Identify the hardware and software components of a local area network.
2. Describe various LAN topologies and communication standards.
3. Identify and perform LAN backup procedures.

CS206

JAVA I (3)

Upon successful completion of this course, students will be able to:

1. Identify basic syntax and command structure in Java.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS240

MICROSOFT® OFFICE ACCESS 2007 (2)

Upon successful completion of this course, students will be able to:

1. Create and modify new databases and their various objects.
2. Improve queries, forms, and reports.
3. Integrate Microsoft® Office Access™ 2007 with other applications.
4. Create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and performing database maintenance.
5. Customize reports by using various Microsoft® Office Access™ 2007 features.

CS241

MICROSOFT® OFFICE EXCEL 2007 (2)

Upon successful completion of this course, students will be able to:

1. Create, edit, and enhance Microsoft® Office Excel 2007 workbooks.
2. Demonstrate how to perform calculations, format, print workbook contents, and manage large workbooks.
3. Apply visual elements and advanced formulas to a worksheet to display data in various formats.
4. Calculate with advanced formulas.

CS242

MICROSOFT® OFFICE OUTLOOK 2007 (2)

Upon successful completion of this course, students will be able to:

1. Compose and send email, schedule appointments and meetings, manage contact information and tasks, use notes, and create a custom form.
2. Identify the components of the Outlook environment.
3. Customize their environment, Calendar, and mail messages to meet specific needs as well as track, share, assign, and quickly locate various Outlook items.
4. Work efficiently with public folders and the advanced features of Outlook.
5. Personalize email and work offline (and remotely).

CS243

MICROSOFT® OFFICE POWERPOINT 2007 (2)

Upon successful completion of this course, students will be able to:

1. Explore the PowerPoint environment and create a new presentation.
2. Add graphical objects, tables, and charts to a presentation and modify them.
3. Finalize a presentation and successfully deliver it.
4. Enhance presentations with special features that improve communication.
5. Customize the PowerPoint interface to suit their requirements.
6. Finalize a presentation and secure it to authenticate its validity

CS244

MICROSOFT® OFFICE WORD 2007 (2)

Upon successful completion of this course, students will be able to:

1. Create, edit, and enhance standard business documents using Microsoft® Office Word 2007.
2. Work with customized lists, tables, charts, and graphics in addition to creating personalized Microsoft® Office Word 2007 efficiency tools.
3. Work collaboratively on documents.
4. Successfully manage different versions of documents.

CS252

ADVANCED RPG II (3)

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of advanced RPG.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.'
4. Integrate the previously covered material into a larger complex system (using RPG, CL, SEU, SDA, IDDU, etc).

CS290

SPECIAL PROJECT (3)

Upon successful completion of this course, students will be able to:

1. Develop proper work ethics and skills necessary to succeed in information technology positions.
2. Demonstrate skills needed in data entry, data control, computer operations, computer programming and/or systems analysis in a work setting.

CS298

CO-OP/WORK-LEARN (3)

Upon successful completion of this course, students will be able to:

1. Obtain supervised work experience to develop skills necessary to succeed in information technology positions.
2. Demonstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.
3. Apply principles of personal responsibility and ethical behavior to the community and in the workplace.

CT - CONSTRUCTION TRADES

CT100

INTRODUCTION TO CONSTRUCTION TRADES (5)

Upon successful completion of this course, students will be able to:

1. Describe basic knowledge and skills needed in various construction trades areas.
2. Identify the proper names of tools and equipment used in the construction technology field.
3. Develop an appropriate work ethic and attitude necessary to succeed in the construction field.

CT140

INDUSTRIAL SAFETY (3)

Upon successful completion of this course, students will be able to:

1. Identify accident prevention practices within the construction trades industry.
2. Demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.
3. List national (international) and local agencies that provide safety standards and be familiar with available resources.

CT152

FUNDAMENTALS OF PLUMBING (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the basic science concepts and core principles related to plumbing and piping.
2. Explain the correct use of tools, supplies, and equipment needed in the plumbing industry.
3. Discuss the various local and global career opportunities for professional plumber/pipe-fitters.
4. Demonstrate basic knowledge of cold water supply and drainage system concepts.
5. Identify and explain the correct use of tools, supplies, and equipment needed in the plumbing field.
6. Discuss industry related safety standards.

CT152A

PLUMBING LEVEL I (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate the correct use of tools, supplies, and equipment needed in the plumbing field adhering to all industry safety standards.
2. Develop and exhibit professionalism and work ethic as related to the plumbing and pipefitting career.

3. Demonstrate understanding of cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems.

CT153

INTRODUCTION TO CARPENTRY (3)

Upon successful completion of this course, students will be able to:

1. Identify commonly used tools, supplies, and equipment in the carpentry profession.
2. Explain the safe use and care of various carpentry tools, supplies and equipment.
3. Identify common terminology in the carpentry field.
4. Discuss the various local and global career opportunities for professional carpenters.

CT154A

MASONRY LEVEL I (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills needed to properly construct a concrete structure.
2. Properly complete the laying of blocks for walls and columns.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project.

CT154B

MASONRY LEVEL II (4)

Upon successful completion of this course, students will be able to:

1. Design the layout of a masonry project.
2. Demonstrate understanding of core principles in masonry.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project adhering to all industry safety standards.

CT158

HEAVY EQUIPMENT OPERATION (3)

Upon successful completion of this course, students will be able to:

1. Identify all heavy equipment components and their functions.
2. Demonstrate how to properly service any given heavy equipment.
3. Demonstrate how to properly operate any given heavy equipment.

CT165A

ELECTRICITY LEVEL I (5)

Upon successful completion of this course, students will be able to:

1. Explain skills needed by a licensed electrician.
2. Demonstrate understanding of safe operation and maintenance of electrical tools.
3. Develop an appropriate attitude related to professional electrical work.
4. Discuss the variety of electrical career paths.

CT165B

ELECTRICITY LEVEL II (5)

Upon successful completion of this course, students will be able to:

1. Demonstrate appropriate use and care of various hand and power tools used by professional electricians.

2. Develop the knowledge and skills related to National Electric Code (NEC), raceways, boxes and fittings, conductors, and electrical blueprints.
3. Demonstrate knowledge and skills needed in the electrical wiring of commercial, industrial, and residential areas.

CT165C

ELECTRICITY LEVEL III (5)

Upon successful completion of this course, students will be able to:

1. Acquire entry-level skills that are essential for success in the initial pursuit of a career as an electrician.
2. Demonstrate knowledge and skills related to alternating current, motors, grounding, conduit bending, boxes and fittings.
3. Demonstrate knowledge of basic physics concepts related to electricity and identify common terminology.

CT165D

ELECTRICITY LEVEL IV (5)

Upon successful completion of this course, students will be able to:

1. Demonstrate use and care of various hand and power tools used by professional electricians adhering to all industry safety standards.
2. Demonstrate the knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contractors and relays, and electric lighting.
3. Demonstrate professionalism and an appropriate work ethic needed to succeed as an entry-level electrician.

CT172

PLUMBING INSTALLATION AND DESIGN (3)

Upon successful completion of this course, students will be able to:

1. Determine correct elevations required in setting up wastewater lines.
2. Properly install water pipes as detailed by given blueprints.
3. Test all plumbing systems using a pressurized method.

CT173

ROUGH FRAMING AND EXTERIOR FINISHING (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills needed to properly construct a structure.
2. Demonstrate basic skills needed to complete the framing of a given project.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.

CT182

UNIFORM PLUMBING CODE (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of laws and ordinances governing plumbing systems.
2. Explain the dynamics of the installation of residential and commercial plumbing systems.
3. Efficiently use the Uniform Plumbing Code manual.

CT183**FINISHING (3)**

Upon successful completion of this course, students will be able to:

1. Dial in angles and make accurate cuts with a slide compound saw.
2. Demonstrate skills needed to center windows, cabinets, and doors using wedges and levels.
3. Install a variety of trims as specified in given blue prints.

CT185A**REFRIGERATION AND AIR CONDITIONING LEVEL I (5)**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the core principles and terminology related to air conditioning and refrigeration.
2. Identify the safe use of equipment, supplies, and materials used in heating, ventilation, and air-conditioning (HVAC).
3. Explain the various careers associated with the HVAC industry both locally and globally.

CT185B**REFRIGERATION AND AIR CONDITIONING LEVEL II (5)**

Upon successful completion of this course, students will be able to:

1. Explain the basic knowledge and skills necessary for more advanced study in the heating, ventilation, and air-conditioning (HVAC) industry.
2. Demonstrate basic mathematical skills needed in the HVAC industry.
3. Acquire skills needed for the HVAC service technician.

CT185C**REFRIGERATION AND AIR CONDITIONING LEVEL II (5)**

Upon successful completion of this course, students will be able to:

1. Demonstrate the proper use, care, and safe operation and maintenance of equipment, supplies and materials used in the heating, ventilation, and air-conditioning (HVAC) industry.
2. Exhibit professionalism and work ethic deemed necessary to succeed as an entry-level refrigeration and air-conditioning technician.

CT193**CABINET MAKING AND MILLWORK (3)**

Upon successful completion of this course, students will be able to:

1. Correctly assemble cabinetry following a given set of plans.
2. Design and build a cabinetry project.
3. Discuss current practices and materials used in cabinetry design.

CT196A**FUNDAMENTALS OF OXYACETYLENE WELDING I (5)**

Upon successful completion of this course, students will be able to:

1. Demonstrate the foundational knowledge necessary for a professional welding career.
2. Discuss the various local and global career opportunities for professional welders.
3. Identify commonly used tools, supplies, and equipment in the welding profession.

4. Explain the safe use and care of various welding tools, supplies and equipment.
5. Identify and explain codes governing welding.

CT196B

FUNDAMENTALS OF OXYACETYLENE WELDING II (5)

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills required for basic oxyacetylene welding.
2. Demonstrate the correct use of supplies, tools, and equipment adhering to all industry safety standards.
3. Correctly set up, assemble, and disassemble equipment such as a torch flame and ox fuel cutting machine.

CT197

NON-FERROUS WELDING LEVEL I (5)

Upon successful completion of this course, students will be able to:

1. Demonstrate skills needed to weld select non-ferrous material using oxyfuel, shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), and metal to inert gas (MIG) processes.
2. Cut select non-ferrous materials using a plasma cutter.
3. Identify select non-ferrous material and explain its properties.

CT197A

SHIELDED METAL ARC WELDING I (5)

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills required for basic shielded metal arc welding including selection of metals and electrodes, the making of beads, fillet welds, and groove welds.
2. Demonstrate the professionalism and an appropriate attitude necessary in the welding field.
3. Acquire skills needed to pursue an entry-level career in the welding field.

CT197B

SHIELDED METAL ARC WELDING II (5)

Upon successful completion of this course, students will be able to:

1. Demonstrate skills needed in intermediate level shielded metal arc welding.
2. Perform shielded metal arc welding (SMAW) open V-butt welds in all positions.
3. Demonstrate the use, care, and proper maintenance of welding tools, equipment, and supplies following industry safety standards.

CT292

CONSTRUCTION PRACTICUM (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the operations of equipment and instruments needed for concentration area.
2. Demonstrate professional and ethical conduct as required by specific trade.
3. Apply employment skills in resume writing, job portfolio preparation, networking, and interviewing.
4. Troubleshoot problems within discipline area and make appropriate corrections.

EC - ECONOMICS

EC110

PRINCIPLES OF ECONOMICS (3)

Upon successful completion of this course, students will be able to:

1. Discuss with understanding the basic principle and theories of economics.
2. Apply economic principles and theories to decisions societies make, (Micro).
3. Demonstrate understanding of the relationships between various global markets and the impact those relationships have on the entire world economy (Macro).

ED - EDUCATION

ED150

INTRODUCTION TO TEACHING (3)

Upon successful completion of this course, students will be able to:

1. Explain the basic foundations of education, including philosophical views and key philosophers.
2. Develop a philosophy of education that includes personal choices and plans for a future as an educator.

ED180

EDUCATIONAL METHODS (3)

Upon successful completion of this course, students will be able to:

1. Plan and implement lesson plans, including the preparation of instructional materials that incorporate different methodologies and strategies.
2. Plan and implement educational games and activities.

ED181

CAREER & TECHNICAL EDUCATION METHODS I (3)

Upon successful completion of this course, students will be able to:

1. Utilize vocational teaching methods.
2. Demonstrate understanding of the different aspects of learning.
3. Demonstrate understanding of teaching as a profession.

ED200

INSTRUCTIONAL TECHNOLOGY (3)

Upon successful completion of this course, students will be able to:

1. Use computers as a teaching tool and resource;
2. Develop computer-based instructional tools; and
3. Operate basic technologies that support teaching and learning in the classroom.

ED202

CREATING ONLINE LEARNING COMMUNITIES (3)

Upon successful completion of this course, students will be able to:

1. Review, modify and manipulate Internet resources to help meet curricular needs;

2. Use major software tools, such as word processing, Internet browsing applications, Internet search engines, and presentation tools;
3. Evaluate software for the classroom; and
4. Create an educational website using free template based software.

ED210

CAREER AND TECHNICAL EDUCATION METHODS II (3)

Upon successful completion of this course, students will be able to:

1. Plan, develop and implement a microteaching lesson plan focusing on a vocational area.
2. Demonstrate understanding of working with students with disabilities and those from diverse cultures and linguistic backgrounds.

ED220

HUMAN GROWTH & DEVELOPMENT (3)

Upon successful completion of this course, students will be able to:

1. Describe the social, physical and cognitive development of adolescent and adult learners.
2. Demonstrate an understanding of how society, culture, and family impact individuals at each stage of their development and growth.
3. Describe the social, physical and cognitive development of school-age learners.

ED231

INTRO TO EXCEPTIONAL CHILDREN (3)

Upon successful completion of this course, students will be able to:

1. Describe ways to modify curriculum and provide accommodations for students with disabilities.
2. Demonstrate an understanding and respect for family with a special needs child as well as develop strategies to empower families.
3. Demonstrate an understanding of the process of referral, screening, assessment, Individual Family Service Plan and Individual Education Plan development including the major team members.

ED240

REGGIO-INSPIRED APPROACH (3)

Upon successful completion of this course, students will be able to:

1. Plan, develop and implement a long-term project in the classroom applying the philosophy of the Reggio-Inspired approach to learning.
2. Evaluate the Reggio-Inspired Approach process.

ED241

READING STRATEGIES FOR THE CLASSROOM TEACHER (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate strategies that build literacy skills through storysharing activities.
2. Demonstrate strategies that provide appropriate reading role models through storysharing activities.
3. Share stories with a small group of students implementing Motherhead's® five-step storytelling process.

ED251**CAREER AND TECHNICAL EDUCATION PHILOSOPHY (3)**

Upon successful completion of this course, students will be able to:

1. Develop and articulate an educational philosophy related to vocational education.
2. Explain the basic theories of the foundations of education.

ED252**CAREER AND TECHNICAL EDUCATION ASSESSMENT (3)**

Upon successful completion of this course, students will be able to:

1. Construct and use an instrument to evaluate manipulative performance.
2. Analyze and interpret test results.

ED253**ORGANIZATION AND MANAGEMENT OF CAREER & TECHNICAL EDUCATION/TECHNICAL EDUCATIONAL LABORATORIES (3)**

Upon successful completion of this course, students will be able to:

1. Develop a plan, including a realistic budget, to configure a vocational-technical classroom and training laboratory, and
2. Develop related student resources and programs.

ED254**CAREER AND TECHNICAL EDUCATION CURRICULUM (3)**

Upon successful completion of this course, students will be able to:

1. Develop course and program vocational curriculum using appropriate resources.
2. Evaluate and modify curriculum.

ED270**BEHAVIOR MANAGEMENT (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills in the area of behavior management.
2. Demonstrate teaching strategies to promote and encourage positive classroom behaviors.
3. Develop various modification plans given different scenarios.

ED281**BILINGUAL/BICULTURAL EDUCATION (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate ways of creating a multicultural environment.
2. Demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom;
3. Demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.

ED283**REACHING DIVERSE LEARNERS (1)**

Upon successful completion of this course, students will be able to:

1. Increase knowledge of practices and skills in meeting the needs of culturally and linguistically diverse learners.

2. Understanding nontraditional careers and the use of career assessment tools.
3. Use technology as a resource in meeting the needs of diverse learners.
4. Increase knowledge of practices and skills in meeting the needs of special populations and/or their families, such as those with disabilities, homemakers, single parents, and displaced workers.

ED292

EDUCATION PRACTICUM (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate disposition and skills needed to effectively work with diverse students, including those from different cultural and linguistic backgrounds, and those with special needs.
3. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

EE - ELECTRONICS

EE103

ELECTRICITY I: DIRECT CURRENT CIRCUITS (4)

Upon successful completion of this course, students will be able to:

1. Describe how to measure voltage, current and resistance on electrical circuits.
2. Identify different types of conducting materials and its electrical properties.
3. Describe and apply ohm's law formulas in solving electronic and electrical problems.
4. Use electronic and electrical handtools properly.
5. Perform laboratory experiments in direct current circuits.

EE104

ELECTRICITY II - ALTERNATING CURRENT CIRCUITS (4)

Upon successful completion of this course, students will be able to:

1. Identify and describe safety rules as applied to electricity and electronics.
2. Describe how to use laboratory oscilloscope to measure voltage, frequency, and period (time).
3. Illustrate and explain different transformers turn's ratio, voltage ratio, and current ratio.
4. Describe resonance and its effects in electronic communications circuits.
5. Perform laboratory experiments in alternating current circuits.

EE107

INTRODUCTION TO INSTRUMENTATION (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate and explain the purpose and use of voltmeters, ammeters, and ohmmeters in measuring voltages, currents and resistances.
2. Illustrate and calculate the meter shunt, resistance multiplier, and the current limiting resistances of a voltmeter, ammeter and ohmmeter.
3. Explain and illustrate the advantages of digital meters over an analog type of meters.
4. List four integrating techniques as applied to digital meters and explain the operation of each.

5. Identify the various oscilloscope controls and illustrate how they are being used to measure average value, RMS or effective value, peak value, peak to peak value, frequency, period, pulse time, pulse repetition frequency, and phase shift of an AC circuits.

EE110

INSTRUMENTATION (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate correct application of various electronic test instruments.
2. Correctly use bridge circuits, signal generators, testers, frequency counters and spectrum analyzers.

EE112

ELECTRONIC DEVICES (4)

Upon successful completion of this course, students will be able to:

3. Design a power supply circuit.
4. Identify each part of a power supply system.
5. Calculate the voltage gain for a transistor amplifier circuit.

EE116

DIGITAL TECHNOLOGY (4)

Upon successful completion of this course, students will be able to:

1. Design a simple counter circuit.
2. Simplify logic circuits using k-map.
3. Identify different types of logic circuits.

EE211

IT ESSENTIALS I (4)

Upon successful completion of this course, students will be able to:

1. Perform a step by step assembly of a desktop computer tower.
2. Explain, install, and navigate an operating system; upgrade component base on customer needs and perform preventive maintenance and troubleshooting.
3. Upgrade security components based on customer needs and perform preventive maintenance and troubleshooting.

EE215

IT ESSENTIALS II (4)

Upon successful completion of this course, students will be able to:

1. Install the Linux network operating systems
2. Identify various Network application protocol.
3. Differentiate between the Linux and Windows 2000 network operating systems.

EE242

PRINCIPLES OF VOICE AND DATA CABLING (2)

Upon successful completion of this course, students will be able to:

1. Design basic network infrastructure systems.
2. Install, terminate, and test network cabling systems.
3. Define standards and codes pertaining to the IT field.

4. Pass National Certification Exam (Data Cabling Installer Certification), sponsored by Electronics Technicians Association (ETA).

EE243

FIBER OPTICS INSTALLATION (3)

Upon successful completion of this course, students will be able to:

1. Install, terminate, and splice fiber optic cables.
2. Troubleshoot and repair fiber optic cables.
3. Use test equipments for troubleshooting (light source & power meter, optical time domain, reflectometer, & visible light source).

EE265

COMPUTER NETWORKING ACADEMY I (4)

Upon successful completion of this course, students will be able to:

1. Recognize the devices and services that are used to support communications across an Internetwork.
2. Design, calculate, and apply subnet masks and addresses to fulfill given requirements.

EE266

COMPUTER NETWORKING II (4)

Upon successful completion of this course, students will be able to:

1. Install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.
2. Describe the Open systems Interconnect (OSI) model and the process of encapsulation.

EE267

COMPUTER NETWORKING III (4)

Upon successful completion of this course, students will be able to:

1. Configure a switch with VLANs and inter-switch communication.
2. Implement access lists to permit or deny specified traffic.
3. Configure routing protocols on Cisco devices.

EE268

COMPUTER NETWORKING IV (4)

Upon successful completion of this course, students will be able to:

1. Design a simple Internetwork using Cisco technology.
2. Design an IP addressing scheme to meet LAN requirements.
3. Install and configure a prototype Internetwork.

EE271

ADVANCED NETWORK PROFESSIONAL I (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of Cisco routers.
2. Demonstrate knowledge of features most useful in building large and/or growing Internet works.

EE275

ADVANCED NETWORK PROFESSIONAL III (4)

Upon successful completion of this course, students will be able to:

1. Explain the workings of the Local Area Networks (LANs).
2. Demonstrate knowledge and skills needed to build reliable scalable multilayer-switched LANs.
3. Demonstrate operation and troubleshooting of switched and routed environments.

EE280

NETWORK SECURITY I (4)

Upon successful completion of this course, students will be able to:

1. Secure network device access
2. Mitigate threats to networks using access-lists (ACLs).
3. Implement the Cisco Internet Operating System (IOS) firewall feature set.

EE283

NETWORK SECURITY + (3)

Upon successful completion of this course, students will be able to:

1. Identify fundamental concepts of computer security.
2. Identify security threats.
3. Secure network communications.
4. Monitor the security infrastructure.

EM - ELECTRO MECHANICAL

EM112

NATIONAL ELECTRICAL CODE (3)

Upon successful completion of this course, students will be able to:

1. Correctly reference information using the National Electric Code in various electrical appliances.
2. Identify faulty installations based on the National Electric Code.
3. Select the proper codes to apply to residential or commercial applications.

EMS - EMERGENCY MEDICAL SERVICE

EMS103

EMERGENCY MEDICAL TECHNICIAN (EMT) - BASIC (7)

Upon successful completion of this course, students will be able to:

1. Recognize all types of emergencies.
2. Demonstrate skills needed to provide emergency care to victims.
3. Determine the extent of a patient's condition and assess requirements for care.

EMS109

EMERGENCY MEDICAL TECHNICIAN - REFRESHER (3)

Upon successful completion of this course, students will be able to:

1. Explain various types of emergencies.
2. Demonstrate knowledge and skills needed to care for victims in emergencies.

3. Demonstrate most current practices of Emergency Medical Technicians.

EMS170**EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE I (7)**

Upon successful completion of this course, students will be able to:

1. Explain the roles and responsibilities of an Intermediate Emergency Medical Technician.
2. Deliver an advanced level of emergency care in the ALS area.
3. Demonstrate knowledge and skills needed of an EMT at an intermediate level.

EMS175**EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE II (7)**

Upon successful completion of this course, students will be able to:

1. Explain various types of emergencies and care needed at an advanced level.
2. Deliver an advanced level of emergency care in the ALS area.
3. Demonstrate knowledge and skills needed of an EMT at an advanced level.

EMS176**EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE REVIEW (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the National Standard Curriculum for EMT Intermediates.
2. Demonstrate knowledge and skills needed for the local EMS system.
3. Acquire nationally recognized EMT certification.

EN - ENGLISH

EN066**READING WORKSHOP (3)**

Upon successful completion of this course, students will be able to:

1. Gain an appreciation and value of reading.
2. Become empowered, competent, critical, and reflective in reading.
3. Utilize reading strategies to enhance comprehension of a variety of literature.

EN067**WRITING WORKSHOP (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate that writing is a progressive activity.
2. Utilize the components of the writing process to improve individualized skill levels.
3. Use basic skills in organizing an effective message.
4. Gain self-confidence in expressing ideas to others.
5. Apply writing skills in a variety of individual, group, organizational, and related social settings.

EN076**APPLIED COMMUNICATION (3)**

Upon successful completion of this course, students will be able to:

1. Successfully pass the Adult High School Placement test.
2. Demonstrate proficiency in communication through the application of language arts and English listening, reading, and writing skills.

EN081**LITERATURE SURVEY (3)**

Upon successful completion of this course, students will be able to:

3. Gain an understanding of the short story, play, lyric poem, personal narrative, and essay.
4. Demonstrate an understanding of plot, character, point of view, setting, mood, irony and satire, and theme.
5. Demonstrate dictionary and composition skills.

EN091**FUNDAMENTALS OF COMMUNICATION (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the communication process and become aware of how to participate in the process.
2. Listen more effectively.
3. Explore how people communicate nonverbally.
4. Gain self-confidence in expressing ideas to others.
5. Apply various communication skills in a variety of individual, group, organizational, and related social settings.

EN100B**FUNDAMENTALS OF ENGLISH-BASIC (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate growth in vocabulary level
2. Improve in comprehension level.
3. Show a more positive attitude toward reading.
4. Understand the basics of the "reading process."

EN100R**FUNDAMENTALS OF ENGLISH/READING (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate growth in vocabulary and comprehension levels.
2. Demonstrate an improved attitude toward reading.
3. Demonstrate a clear understanding and extensive practice of the "reading process".

EN100W**FUNDAMENTALS OF ENGLISH-WRITING (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate improvement in their overall writing abilities.
2. Demonstrate a clear understanding and extensive practice of the "writing process."
3. Utilize word processing applications to facilitate the writing process.

EN110**FRESHMAN ENGLISH (3)**

Upon successful completion of this course, students will be able to:

1. Employ the writing process (invention, drafting, revising) and writing strategies.
2. Demonstrate understanding of the connection between reading and writing.
3. Identify and apply the connection between an author's purpose, audience, and strategies.
4. Compose essay using prose patterns in narration and description, exposition, cause and effect, and argument and persuasion.
5. Identify and apply critical thinking skills.

EN111

WRITING FOR RESEARCH (3)

Upon successful completion of this course, students will be able to:

1. Generate a focused and mature thesis.
2. Engage in primary and secondary research.
3. Report, analyze, argue, paraphrase and summarize.
4. Coherently synthesize information from multiple sources.
5. Evaluate sources intelligently and apply proper documentation.

EN125

INTRODUCTION TO SPEECH (3)

Upon successful completion of this course, students will be able to:

1. Appreciate the unique function and features of the spoken word.
2. Demonstrate listening and information gathering skills.
3. Appreciate the differences in cultural communication patterns.
4. Apply confidently oral communication skills through actual applications.
5. Develop and deliver speeches for a variety of purposes.

EN194

TECHNICAL REPORT WRITING (3)

Upon successful completion of this course, students will be able to:

1. Communicate effectively in written form for specific situations.
2. Communicate effectively in written form for a definite purpose.
3. Communicate effectively in written form to enable the reader to react.

EN210

INTRODUCTION TO LITERATURE (3)

Upon successful completion of this course, students will be able to:

1. Analyze critically acclaimed poetry, fiction, and drama from diverse cultures.
2. Recognize and employ terminology for discussing literature.
3. Demonstrate an understanding of drama through analysis and the performance of plays.
4. Analyze film as literature.
5. Identify different approaches to literary criticism.

GED – GENERAL EDUCATIONAL DEVELOPMENT

GED050

LANGUAGE ARTS READING, WRITING, & SOCIAL STUDIES, GED PREPARATION (0)

Upon successful completion of this course, students will be able to:

1. Compose structurally and grammatically correct sentences, paragraphs and essays.
2. Effectively communicate ideas and information through the writing process.
3. Demonstrate and apply secondary reading skills using selections in various literary genres using fiction, non-fiction, poetry, drama literary forms, nonfiction prose, as well as workplace and community documents.
4. Demonstrate and apply advanced reading and visual processing skills using selections and graphics in United States and world history, geography, government, civics, and economics.
5. Demonstrate basic study, test taking, and reference skills appropriate to the GED program.

GED051

MATH & SCIENCE GED PREPARATION (0)

Upon successful completion of this course, students will be able to:

1. Demonstrate advanced mathematics skills in calculation, analysis, problem solving, and application problems.
2. Demonstrate advanced mathematics in number operations, number sense, measurement, geometry, data analysis, and probability.
3. Demonstrate basic study, test taking, and reference skills appropriate to the GED program.
4. Demonstrate basic calculator and computer literacy skills.
5. Demonstrate and apply advanced reading and visual processing skills using selections in physical science, life science, and Earth and space science topics.
6. Demonstrate and apply advanced reading and visual processing skills using selections in physical science, life science, and Earth and space science topics.

HI - HISTORY

HI121

HISTORY OF WORLD CIVILIZATION I (3)

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories involved with world civilizations
2. Explain the development and evolution of ancient people and societies.
3. Develop an appreciation of world civilizations from pre-historic to 1500 A.D. from the Fertile Crescent to the medieval feudal states.

HI122

HISTORY OF WORLD CIVILIZATION II (3)

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories involved with world civilizations.
2. Apply principles and theories to major events related to world civilizations.
3. Develop an appreciation of world civilizations.

HL120**MEDICAL TERMINOLOGY (2)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of medical terms.
2. Define 350 medical words and elements.
3. Define medical abbreviations and symbols.

HL130**FIRST AID & SAFETY (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills of first aid and safety including cardiopulmonary resuscitation (CPR).
2. Explain the Chain of Survival according to the American Red Cross.

HL131**BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills of cardiopulmonary resuscitation (CPR).
2. Demonstrate appropriate use of an automated external defibrillator (AED)
3. Explain the Chain of Survival according to the American Heart Association.
4. Identify the warning signs for life threatening conditions such as stroke and heart attack.

HL140**INTRODUCTION TO CLINICAL LABORATORY (2)**

Upon successful completion of this course, students will be able to:

1. Demonstrate use of basic to moderate lab equipment.
2. Demonstrate competence in obtaining specimens of blood and other body fluids.
3. Demonstrate ability to interact with patients, hospital, and physicians and lab personnel.
4. Describe quality control in the clinical lab.

HL150**STUDY OF DISEASES (3)**

Upon successful completion of this course, students will be able to:

1. Identify the etiology of the more commonly encountered diseases and identify their methods of prevention, control and treatment.
2. Identify signs and symptoms of common diseases.
3. Demonstrate proficiency in defining medical terminology as related to diseases.

HL160**INTRODUCTION TO PHARMACOLOGY (1)**

Upon successful completion of this course, students will be able to:

1. Identify major drug classifications and common drugs within the group.
2. Identify drug commonly used in the prevention, diagnosis and treatment and treatment of diseases.

3. Recognize major factors affecting drug actions.
4. Identify standards of legislations as they apply to drugs and their administration.

HL161

PHARMACOLOGICAL TREATMENT OF DISEASE (1)

Upon successful completion of this course, students will be able to:

1. Identify specification, side effects, and responsibilities related to use of all pharmaceuticals discussed in class.
2. Demonstrate proficiency in using the Physician's Desk Reference (PDR).

HL162

ADMINISTRATION OF MEDICATIONS (1)

Upon successful completion of this course, students will be able to:

1. Demonstrate ability to solve conversion problems within the household, apothecary and metric system.
2. Demonstrate ability to interpret abbreviations and symbols accurately as they relate to drug administration.
3. Apply the "Rights of Medication Administration".
4. Demonstrate correct administration enteral, parenteral and cutaneous drugs in simulated lab situations.

HL202

NUTRITION (3)

Upon successful completion of this course, students will be able to:

1. Identify and recognize the major food groups and importance of each group.
2. Recognize factors in formulating good sources of nutrients.
3. Demonstrate the correlation among health, nutrition, and food safety.
4. Identify and recognize the Food and Drug Administration (FDA) guidelines for food and nutrition.
5. Illustrate the impact of health and exercise in human body and lifestyle.
6. Design and tailor different diets to suit needs, requirements and diagnosis.

HL252

PATHOPHYSIOLOGY (3)

Upon successful completion of this course, students will be able to:

1. Identify the basic concepts of pathophysiology.
2. Discuss clinical implications of the disease process and alterations in body function and systems across the lifespan.

HS - HOSPITALITY

HS140

MENU PLANNING (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethics required of them in the field of Culinary Arts.
2. Demonstrate knowledge in culinary terms, methods, and application.
3. Interpret the fundamentals of food service as it applies to the work of a Culinarian.

HS145 (FORMERLY MA145)
CULINARY MATH (3)

Upon successful completion of this course, students will be able to:

1. Convert units of measure of volume or weight.
2. Calculate yield percentages for food recipes.
3. Calculate kitchen ratios.
4. Calculate various costs including, As Purchased Cost Vs Edible Portion Cost.

HS150
WELCOME TO HOSPITALITY (3)

Upon successful completion of this course, students will be able to:

1. Describe all facets and segments of tourism and hospitality industry.
2. Identify career opportunities in the tourism and hospitality industry.
3. Explain how tourism and hospitality segments work together to achieve objectives and goals.

HS152
CUSTOMER SERVICE (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate the accepted protocol for answering the telephone within 10 seconds;
1) Greet the caller b) Name the location c) Identify self d) Offer help.
2. Assess the customer's wants and needs through the use of demographics and other database information.
3. Apply the steps to take a negative customer encounter and turn it into a positive customer service experience using a checklist a minimum of three (3) times.

HS153
DESTINATION GEOGRAPHY (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge in geographical terminology, landforms, weather, countries, and destinations, as it relates to the tourism industry with the use if industry accepted methods.
2. Demonstrate knowledge in researching, planning, and selling a destination by creating a travel itinerary with the required components.
3. Create and present a destination with a wide range of knowledge spotlighting the travel and tour activities found at that location through a power point presentation.

HS155
BASIC HOTEL & RESTAURANT ACCOUNTING (3)

Upon successful completion of this course, students will be able to:

1. Define and describe bookkeeping and double entry accounting and identify common bookkeeping accounting tools.
2. Describe the income statement, identify the accounts used to prepare an income statement, define the revenue classification, and explain when a sale is recognized.
3. Describe the income statements and accounting procedures for full service and fast food restaurants in accordance with the Uniform system of Accounts for the Lodging Industry.
4. Discuss all budgeting and forecasting related competencies.

HS158

INTRO TO MEETINGS, INCENTIVES, CONFERENCES, AND EXHIBITIONS (MICE) (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of how to plan a meeting, incentive, convention, or exhibition.
2. Demonstrate basic skills and knowledge in the successful planning of a MICE.
3. Explain career opportunities within the MICE industry.

HS159**ITINERARY PLANNING (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills needed to plan a trip itinerary
2. Demonstrate career skills necessary for employment in a travel agency.

HS160**HOSPITALITY SUPERVISION (3)**

Upon successful completion of this course, students will be able to:

3. Identify characteristics of a successful supervisor, and describe the general functions of a supervisor.
4. Identify and describe methods used to ensure high quality and productivity.
5. Describe workplace safety and health problems, including their benefit and the supervisor's role in them.
6. Explain how supervisors can initiate conflict resolution, respond to a conflict, and mediate conflict resolution.
7. Propose feasible strategies to manage a hospitality department efficiently and effectively.

HS203A**FOOD SAFETY & SANITATION (SERVESAFE®) (1)**

Upon successful completion of this course, students will be able to:

1. Identify food that is most likely to become unsafe, known as TCS foods.
2. Identify the factors that affect the growth of food borne bacteria in TCS foods.
3. Demonstrate proper hygienic procedures or processes that foodservice employees use to prevent the spread of food borne illness and cross contamination of food.
4. Identify how active managerial control can impact food safety.

HS203B**FOOD SAFETY & SANITATION (HACCP) (1)**

Upon successful completion of this course, students will be able to:

1. Identify the benefits of a food safety risk management program.
2. Explain why the temperature danger zone (TDZ) is important to food safety.
3. Identify the seven HACCP Principles and 10 Critical Control Points.
4. Develop a SRM using the HACCP method.

HS206**PRINCIPLES OF MIXOLOGY AND BEVERAGE MANAGEMENT (3)**

Upon successful completion of this course, students will be able to:

1. Describe and evaluate the effectiveness of front office (1) procedures, (2) operations, (3) human resource management, and (4) management.
2. Explain the history of popular beverages.

3. Demonstrate effective mixology techniques.

HS208

FOOD & BEVERAGE SERVICE (3)

Upon successful completion of this course, students will be able to:

1. Describe essential attitudes, knowledge and skills needed to become efficient and effective food and beverage employers, supervisors and managers.
2. Identify causes, assess potential solutions, and formulate a plan of action to address all negative moment of truth encountered by guests.
3. Develop an appropriate sequence of service for various food and beverage establishments.
4. Prepare a three day training program and outline training objectives for a fine dining restaurant.
5. Demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.
6. Evaluate if a food and beverage establishment's service procedure is properly implemented and managed.

HS211

FRONT OFFICE MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Describe and evaluate the effectiveness of various front offices.
2. Explain procedures, operations, and management of the front office to include human resource management.

HS215

HOUSEKEEPING MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Identify, describe and evaluate elements needed for effective housekeeping operations and management.
2. Explain the systematic approach to managing housekeeping operations.

HS216

HUMAN RESOURCES MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Explain techniques to effectively recruit workers from a shrinking labor pool and retain qualified employees in an employment market with high turnover.
2. Discuss how to improve job satisfaction, handle labor relations, and resolve union issues.

HS217

HOTEL SECURITY MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Explain the key issues in developing and setting up a security program.
2. Discuss techniques that promote hotel safety and security.

HS218

FACILITIES MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Describe how to work effectively with engineering and maintenance department and vendors.
2. Explain major facility systems and identify ways to streamline operations.

HS219

TRAINING & DEVELOPMENT IN THE HOSPITALITY INDUSTRY (3)

Upon successful completion of this course, students will be able to:

1. Identify and describe required techniques and knowledge to manage hospitality industry human resource efficiently and effectively.
2. Design and evaluate various training programs.

HS222

FOOD & BEVERAGE COST CONTROL (3)

Upon successful completion of this course, students will be able to:

1. Describe essential attitude, knowledge and skills needed to become efficient and effective food and beverage cost controller.
2. Develop food and beverage standards for various food and beverage establishments.
3. Formulate effective revenue control systems.
4. Design effective labor cost control systems.
5. Calculate and compare actual food and beverage costs to the budgeted food and beverage costs, and suggest plan of actions to address any variances.
6. Evaluate if a food and beverage establishment's food and beverage cost control function, systems and procedures are properly implemented and managed.

HS225

HOSPITALITY PURCHASING MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Describe how to develop and implement an effective purchasing program.
2. Discuss issues pertaining to supplier relations and selection, negotiation, and evaluation.
3. Explain major categories of purchases.

HS228

HOTEL LAW (3)

Upon successful completion of this course, students will be able to:

1. Develop an awareness of hotel law.
2. Explain the rights and responsibilities that laws grant or impose upon a hotelkeeper.
3. Discuss consequences of failure to satisfy legal obligations.

HS229

MARKETING OF HOSPITALITY SERVICES (3)

Upon successful completion of this course, students will be able to:

1. Explain how marketing applies to all departments of a hospitality organization.
2. Demonstrate understanding of advertising, public relations, understanding guest behaviors, marketing plans, personal selling, promotion, hospitality product/service mix, and pricing.

HS237

PRINCIPLES OF EUROPEAN CUISINE (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethics required to use practical recipes in the preparation of European Cuisine in the traditional ways.
2. Perform skills and tasks associated with the culinary field of European cuisine through skill development and the details of preparation associated with the demands that Escoffier has established in a professional kitchen.
3. Interpret the fundamentals of Escoffier to prepare and adapt new ideas of food service, as emphasis will be placed on classical cuisine, and presentation of the different varieties foods from the regions of Europe and the Mediterranean.

HS238

GARDE MANGER - THE ART & CRAFT OF THE COLD KITCHEN (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethics using practical recipes in garde manger for the production of cold food preparations, salads, dressings, appetizers and hors d'oeuvres for impressive plate presentations that incorporate techniques that utilize the tools that are needed in garde manger.
2. Perform skills and tasks associated in garde manger through skill development and application of techniques under pressures associated with the demands in a professional garde manger kitchen
3. Interpret the fundamentals of garde manger; emphasis will be placed on the preparation and presentation of the different varieties of cold food preparations, salads, dressings, appetizers and hors d'oeuvres, and application of the importance of Mise en place and culinary terms used in Garde Manger.

HS244

BAKING - FUNDAMENTALS OF BREADS AND BAKING (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of the 12 steps in the baking process from scaling, mixing, bulk fermentation, folding, dividing, pre-shaping, bench resting, shaping, final fermentation, scoring, baking and cooling
2. Discuss the importance of starters, structure builders, tenderizers, moisteners, and driers used in bread making
3. Demonstrate the production of flat breads, yeast breads & straight dough's, yeasted pre-ferments, levain breads, sourdough breads, braiding techniques and decorative breads using various methods.

HS245

FOOD PRODUCTION PRINCIPLES (4)

Upon successful completion of this course, students will be able to:

1. Discuss the different types of jobs related to the culinary industry.
2. Demonstrate the proper use of various kitchen equipment, chemicals and cooking techniques in a professional and safe manor.
3. Understand the importance of keeping the kitchen clean, proper chemical use and proper cooking techniques.

HS246

BUFFET SERVICE / CATERING (3)

Upon successful completion of this course, students will be able to:

1. Write a theme buffet menu, cost the menu, prepare the menu, serve the menu, clean up after the menu and submit an event closing report.
2. Evaluate problems that can arise in the kitchen and make appropriate decisions on how to resolve such problems.
3. Lead a team of cooks through production and service professionally and in a timely manner.

HS247

INTERNATIONAL CUISINE (4)

Upon successful completion of this course, students will be able to:

1. Discuss the cultural importance and the ingredients used in the countries studied.
2. Demonstrate the cooking techniques used in Asian cuisines and understand why they are used.
3. Demonstrate understanding of the importance of the foods used and eaten in Asian cultures.

HS248

PATISSIER - FUNDAMENTALS OF PATISSERIE (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethics using practical recipes in the pastry kitchen Patisserie for the production of cakes, puff pastries, creams, and soufflés, for impressive plate presentations that incorporates techniques that utilize the tools needed to produce pastries.
2. Perform skills and tasks associated with the culinary field of patisserie through skill development and application of techniques under pressures associated with the demands in a professional pastry production kitchen.
3. Interpret the fundamentals of Patisserie food service, as emphasis will be placed on the preparation and presentation of the different varieties of pastries.

HS249

ADVANCED FOOD PREPARATION (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethics using practical recipes in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations.
2. Perform skills and tasks associated with Advanced Food Preparation through skill development and application of techniques under pressures associated with the demands in a professional kitchen after completion of this course.
3. Interpret the fundamentals of Advanced Food preparation; emphasis will be placed on the preparation and presentation through mise en place, fabrication, grilling, broiling, roasting, baking, sauté, pan frying, deep frying, steaming, submersion cooking, braising, and stewing, remaining true to the principles that govern classical and contemporary cooking concepts in the world of culinary arts.

HS250A

AIRLINE COMPUTER RESERVATION I (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate mastery of the basics of building reservation records electronically.
2. Demonstrate how to access, apply and modify the Amadeus Global Distribution System (GDS).

HS250B**AIRLINE COMPUTER RESERVATION II (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate mastery of the application and modification of the AMADEUS Global Distribution System (GDS).
2. Demonstrate how to create reservations accurately, timely, and efficiently.

HS251A**TICKETING AND TRAVEL DOCUMENTS (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate how to appropriately answer questions from clients regarding domestic and international airline travel.
2. Demonstrate knowledge on reservations and ticketing information, security, baggage allowance, special in-flight services, medical assistance services, unaccompanied children and have basic knowledge of the American Society of Travel Agent's (ASTA) Air Traveler's Bill of Rights.

HS251B**INTERNET TRAVEL (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of how the Internet can be used as a tool for the travel and tourism industry.
2. Demonstrate the convergence of the Internet as an alternate and additional distribution channel for travel services for travel professionals and travelers alike.
3. Demonstrate knowledge by accessing and researching travel destinations and making a pseudo-reservation using the Internet.

HS254**HOSPITALITY & TRAVEL MARKETING (4)**

Upon successful completion of this course, students will be able to:

1. Explain the core principles of marketing and their application by creating a power point presentation that applies to the Hospitality and Travel components of the tourism industry.
2. Conduct marketing research by developing a survey relevant to the chosen topic and have a minimum of 10 participants complete the survey.
3. Create a Marketing Plan of their choice and the presentation method will be by power point.

HS257**PRINCIPLES OF TOUR GUIDING (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of the required rules and regulations, the historical, cultural, natural and government on the island of Guam from the pre-contact time to today in an accelerated timeline.
2. Identify and describe duties and responsibilities of tour guides.
3. Complete a Practicum with a minimum of 10 hours and additional training regarding the tour Guiding Principles.

HS260**TRAVEL PROFESSIONALS (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
2. Plan and execute an itinerary to include necessary documentation to fit the needs of the Traveler and their destination.
3. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

HS265

ECO TOURISM (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate Eco-Tourism as an environmentally focused, responsible and sustainable type of tourism.
2. Match the type of Eco-tourism: nature based, cultural, adventure and/or alternative to the Eco- Traveler.
3. Explain career opportunities in the ecotourism field and how best to use this training to become a travel professional of the new century.

HS268

HOSPITALITY INDUSTRY COMPUTER SYSTEMS (3)

Upon successful completion of this course, students will be able to:

1. Identify the information needs of lodging and food service establishments.
2. Explain the essential aspects of computer systems for front and back office functions.
3. Discuss the importance and impact of the Internet as it relates to the hospitality industry.

HS292

HOSPITALITY INDUSTRY MANAGEMENT PRACTICUM (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.
2. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
3. Plan and execute an itinerary to include necessary documentation to fit the needs of the traveler and their destination.
4. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

HS293

CULINARY PRACTICUM (6)

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethics in a enthusiastic manner through team work in a professional kitchen, and to work at constant speed at tasks as time permits.
2. Perform skills and tasks without continuous supervision established through skill development and application of techniques under pressures associated with the demands in a professional kitchen.
3. Interpret the duties as assigned by the supervisor in charge relevant to the competency requirements adhering to all safety regulations. (Emphasis will be placed on the preparation and maintenance of a clean and neat work area at the end of the work schedule in a professional kitchen.)

HU - HUMANITIES

HU120

PACIFIC CULTURES (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate basic understanding of the culture, economy, and politics of the pacific territories and emerging nations.
2. Discuss the cross cultural issues of Micronesians from various islands living on Guam.
3. Compare and contract various pacific island cultures.

HU220

GUAM CULTURES & LEGENDS (3)

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories of the origin of the Chamorro people and their culture.
2. Apply basic principles and theories of the Chamorro people and their culture.
3. Develop a deeper understanding/appreciation of the Chamorro people and their culture.

JA - JAPANESE LANGUAGE

JA108

SPEAK JAPANESE FOR TOURISM (3)

Upon successful completion of this course, students will be able to:

1. Comprehend simple spoken conversations related to shops, hotels and restaurants;
2. Communicate orally in simple Japanese information necessary for retail sales, hotel and restaurant environments.

JA110

BEGINNING JAPANESE I (4)

Upon successful completion of this course, students will be able to:

1. Comprehend simple spoken conversations.
2. Communicate orally in a limited variety of everyday situations using basic Japanese;
3. Comprehend short, simple sentences written in Japanese.
4. Identify and write Hiragana, and identify Katakana and 24 Kanji characters.

JA111

BEGINNING JAPANESE II (4)

Upon completion of this course, students will be able to:

1. Comprehend additional simple spoken conversations.
2. Communicate orally in a variety of everyday situations using basic Japanese.
3. Comprehend additional short, simple sentences written in Japanese.
4. Identify an additional 50 Kanji characters.

JA210

INTERMEDIATE JAPANESE I (3)

Upon successful completion of this course, students will be able to:

1. Comprehend oral and written narrations and conversations in low-intermediate Japanese.
2. Communicate orally in everyday situations using low- intermediate Japanese.
3. Write short narrations and conversations using limited complex structures.
4. Identify approximately 150 Kanji characters.

JA211

INTERMEDIATE JAPANESE II (3)

Upon successful completion of this course, students will be able to:

1. Comprehend oral and written narrations and conversations in medium-intermediate Japanese.
2. Communicate orally in everyday situations using medium-intermediate Japanese.
3. Identify approximately 200 Kanji characters.

KE - KOREAN LANGUAGE

KE110

BEGINNING KOREAN I (3)

Upon successful completion of this course, students will be able to:

1. Comprehend oral and written narrations and conversations in beginning Korean.
2. Demonstrate basic pronunciation, grammar, and vocabulary in order to engage in simple Korean conversation.

MA - MATHEMATICS

MA052

GENERAL MATHEMATICS (3)

Upon successful completion of this course, students will be able to:

1. Identify common mathematical terminology.
2. Apply the Metric and English System.
3. Demonstrate problem solving of basic applications and abstractions required for the study of algebra.

MA057

APPLIED MATHEMATICS (3)

Upon successful completion of this course, students will be able to:

1. Use technology to find solutions to given mathematical problems.
2. Apply ratios and proportions in problem solving.
3. Solve problems involving measurement.
4. Solve basic perimeter, area, and volume problems.

MA065

ADULT MATHEMATICS (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate skills in computing basic mathematical problems that involve real numbers, integers, equations, geometry, and algebra.
2. Use research and technology for the solving of basic mathematical problems.

3. Diagram and graph data.

MA070**ALGEBRA I (3)**

Upon successful completion of this course, students will be able to:

1. Perform basic operations involving Integers, rational numbers, exponents and variable expressions.
2. Translate or solve literal equations and word problems.
3. Perform basic operations involving polynomial expressions including factoring
4. Simplify or solve expressions and equations involving rationals or radicals.
5. Understand and apply the concepts related to equations of lines and their graphs.

MA085**FUNDAMENTALS OF MATHEMATICS (3)**

Upon successful completion of this course, students will be able to:

1. Compute whole numbers, fractions, decimals, and percentages.
2. Identify and set up a ratio or proportion.
3. Solve proportions, equations, and word-problems.
4. Evaluate and simplify expressions.
5. Develop the prerequisite skills for post-secondary math courses.

MA095**PRE-COLLEGE MATHEMATICS (4)**

Upon successful completion of this course, students will be able to:

1. Work with operations involving real numbers both rational and irrational, even with units of measurement.
2. Simplify or solve elementary algebraic expressions, proportions, equations, and word-problems.
3. Identify and apply basic geometric properties and concepts.
4. Summarize a set of data by finding the mean, median, mode, and range.
5. Graph points and lines.

MA108**INTRODUCTION TO COLLEGE ALGEBRA (3)**

Upon successful completion of this course, students will be able to:

1. Solve and graph linear equations and inequalities;
2. Simplify and solve rational expressions and equations;
3. Solve quadratic equations using the following methods: factoring, completing the square, and the quadratic equation.

MA110A**FINITE MATHEMATICS (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of key theories and concepts, applying them to solve questions selected from the following topics: functions and their graphs, linear and quadratic equations, matrices, linear programming, and financial mathematics.
2. Solve problems in Finite Mathematics by completing daily homework assignments in problem solving.

3. Solve problems using appropriate technology translating problem from one form to another, using various problem solving strategies.
4. Think critically about Finite Mathematics by applying key theories, concepts, and methods of inquiry in Finite Mathematics to novel problems, to other disciplines, and to situations that require understanding rather than rote memory.

MA161A

COLLEGE ALGEBRA/TECHNICAL MATHEMATICS (4)

Upon successful completion of this course, students will be able to:

1. Apply essential facts about real numbers, exponents, rules of algebra, coordinate plane, straight lines, and graphs as needed.
2. Deal effectively with real-world problems by solving equations, inequalities, even equations involving logarithmic or exponential properties by using algebraic, numerical, and graphical methods or through the application of technology when appropriate.
3. Consider algebraic and graphical methods of solving inequalities.
4. Approximate polynomial functions or their quotients (rational functions).
5. Solve systems of linear equations using matrix operations and use linear programming for dealing with optimization problems involving several variables.
6. Apply basic mathematical concepts and methods involving the concept of sequences, counting processes, probability and mathematical induction.

MA161B

COLLEGE ALGEBRA & TRIGONOMETRY (4)

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the trig concepts to solve trig exercises and equations.
2. Determine which definition, concept, and identity should be implemented to find solutions to application problems.

ME - AUTOMOTIVE

ME051

DRIVER'S EDUCATION (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate driving procedures, vehicle code rules and laws, use of vehicle instruments and controls.
2. Demonstrate behind-the-wheel driving to include backing, parallel parking, and handling emergencies.

ME161A

INTRODUCTION TO AUTOBODY REPAIR (3)

Upon successful completion of this course, students will be able to:

3. Follow shop safety procedures.
4. Prepare autobody components for repair.
5. Inspect, remove, replace and repair outer body panels.
6. Weld and cut various metals using GMAW (mig) and Gas welding equipment.

ME161B

INTRODUCTION TO AUTOBODY PAINTING (3)

Upon successful completion of this course, students will be able to:

1. Perform corrosion protection restoration, sound deadening restoration and panel bonding.
2. Perform metal finishing and body filling procedures.
3. Inspect, remove, reinstall or replace, and align movable glass and hardware.
4. Perform repairs involving plastics and adhesives.

ME171A

AUTOBODY COLLISION REPAIR (3)

Upon successful completion of this course, students will be able to:

1. Follow painting and refinishing safety precautions.
2. Prepare surfaces for painting and refinishing.
3. Use a paint spray gun and related equipment.

ME171B

AUTOBODY REFINISHING (3)

Upon successful completion of this course, students will be able to:

1. Mix, match, and apply paint.
2. Identify and correct paint defects.
3. Perform final detail procedures.

MHT – MEDIUM/HEAVY TRUCK

MHT100A

INTRO TO DIESEL TECHNOLOGY AND PREVENTIVE MAINTENANCE PART I (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate proper workshop safety practices
2. Identify, describe and demonstrate the proper usage of hand tools, special tools, and testing equipment
3. Perform preventive maintenance procedures on diesel engines, fuel systems, air induction, and exhaust systems

MHT100B

INTRO TO DIESEL TECHNOLOGY AND PREVENTIVE MAINTENANCE PART II (3)

Upon successful completion of this course, students will be able to:

1. Execute preventive maintenance procedures on cooling systems, lubrication systems, cab and hood
2. Carry out preventive maintenance procedures on safety equipment, hardware, heating ventilation & air conditioning (HVAC), electrical/electronics, charging systems, lighting systems, frame and chassis
3. Perform preventive maintenance procedures on hydraulic brakes, drive trains, suspension & steering systems, tires & wheels, and frame with fifth wheel

MHT110

DIESEL ENGINES PART I (3)

Upon successful completion of this course, students will be able to:

1. Explain general diesel engine operation and perform basic engine troubleshooting and repair.
2. Demonstrate cylinder head and valve train diagnostics and repair
3. Expound engine block diagnostics and repair
4. Identify lubrication system components and diagnose and repair minor problems.
5. Name the major parts and explain the functions of the cooling system and execute minor diagnostic and repair procedures.

MHT120

MEDIUM/HEAVY TRUCK DRIVE TRAINS PART I (3)

Upon successful completion of this course, students will be able to:

1. Describe clutch operation.
2. Discuss diesel transmission functionality.
3. Troubleshoot elemental transmission drivability problems and repair elemental faults.

MHT130

BRAKE SYSTEMS PART I (3)

Upon successful completion of this course, students will be able to:

1. Depict air supply and service systems operation
2. Identify mechanical/foundation system components and perform minor repairs.
3. Explain parking brake operation.

MHT140

SUSPENSION & STEERING PART I (3)

Upon successful completion of this course, students will be able to:

1. Differentiate between different steering system designs and explain their functions.
2. Identify suspension system components and discuss basic functionality.
3. Perform wheel alignment diagnosis, adjustment, and repair.

MHT150

MEDIUM/HEAVY TRUCK HEATING, VENTILATION, & AIR CONDITIONING (3)

Upon successful completion of this course, students will be able to:

1. Depict basic HVAC system operation.
2. Troubleshoot general A/C system malfunctions.
3. Explain A/C compressor and clutch operation and perform basic repairs.
4. Describe evaporator, condenser, and related components' functionality.

MHT160

HYDRAULICS (3)

Upon successful completion of this course, students will be able to:

1. Recognize general hydraulic system components and carry out entry level diagnosis, service, and repair.
2. Ascertain basic hydraulic system failures and perform preliminary pump diagnosis, service, and repair.
3. Perform fundamental filtration/reservoirs (tanks) diagnosis, service, and repair.

MHT170

MEDIUM/HEAVY TRUCK ELECTRICAL/ELECTRONIC SYSTEMS PART I (3)

Upon successful completion of this course, students will be able to:

1. Perform general electrical systems diagnosis.
2. Discuss battery construction and determine cause/s of battery failure.
3. Demonstrate fundamental starting system diagnosis and repair.

MHT210

DIESEL ENGINES PART II (3)

Upon successful completion of this course, students will be able to:

1. Troubleshoot intermediate level air induction and exhaust system failures and perform needed repairs.
2. Diagnose, intermediate level fuel supply system failures and perform needed repairs.
3. Ascertain intermediate level mechanical fuel injection faults and perform needed repairs.
4. Determine intermediate level electronic fuel management system problems and perform needed repairs.
5. Perform intermediate level engine brakes diagnosis and repair.

MHT230

BRAKE SYSTEMS PART II (3)

Upon successful completion of this course, students will be able to:

1. Ascertain hydraulic brake problem causes and rectify faults.
2. Demonstrate power assist unit failure analysis and take proper steps to correct failure.
3. Locate air and hydraulic Antilock Brake System (ABS) and Automatic Traction Control (ATC) faults and perform needed repairs.

MHT270

MEDIUM/HEAVY TRUCK ELECTRICAL/ELECTRONIC SYSTEMS PART II (3)

Upon successful completion of this course, students will be able to:

1. Locate faults in the lighting system and correct problems.
2. Pinpoint failure causes in gauges and warning devices and take proper action to correct situation.

MK - MARKETING

MK123

PRINCIPLES OF MARKETING (3)

Upon successful completion of this course, students will be able to:

1. Integrate the latest technology effectively in business and marketing communications.
2. Identify desirable personality trait important to business.
3. Demonstrate an understanding of the functions and foundations of marketing.

MK124

SELLING (3)

Upon successful completion of this course, students will be able to:

1. Prepare and execute both a consumer oriented and a business-to-business oriented sales presentation.

2. Demonstrate understanding of the importance and techniques of relationship marketing.
3. Exhibit ethical behavior in selling
4. Describe sales management structures.

MK205

ENTREPRENEURSHIP (3)

Upon successful completion of this course, students will be able to:

1. Understand the characteristics and skills of a successful entrepreneur.
2. Calculate the risks and rewards of an entrepreneurial venture.
3. Understand the advantages and disadvantages of a startup, a buyout, and a franchise arrangement.
4. Determine the factors necessary to gain a competitive advantage.
5. Develop a Business Plan.
6. Understand the legal organization of a small business.

MK206

RETAILING (3)

Upon successful completion of this course, students will be able to:

1. List the major aspects of a retail career and the prerequisites for success in retailing.
2. Explain the importance of retail customers to the retail manager.
3. Discuss how the legal and ethical environment affects the retailer in making decisions.
4. Explain how retailers select and reach their target market through the location decision.
5. Explain a retailer's merchandise buying and handling.
6. Discuss the role of advertising and promotion in the operation of a retail business.

MK207

E-MARKETING (3)

Upon successful completion of this course, students will be able to:

1. Explain the basic models for engaging in commerce on the Internet.
2. Explain how information technology can create a competitive advantage.
3. Develop product strategies for global competition.
4. Learn techniques for relationship marketing and customer services on the Internet.
5. Understand why interactivity is a fundamental and vital aspect of an Internet retail strategy.
6. Explain how international channels of distribution have become key factors in determining competitive advantage.

MK208

INTERNATIONAL MARKETING (3)

Upon successful completion of this course, students will be able to:

1. Gain a truly global perspective rather than just from the U.S. point of view by addressing, confronting, and analyzing the existence of different environments, expectations, and market conditions.
2. Describe export and import operations.
3. Explain how businesses work with governments and what role governmental considerations can play for the international marketer.
4. Develop marketing and management strategies for international companies.

5. Understand there are different political and legal environments in which international companies must operate.

MK224

ADVERTISING (3)

Upon successful completion of this course, students will be able to:

1. Develop a comprehensive and effective Advertising Plan.
2. Think and plan strategically; gather and analyze research data; compute and evaluate the potential of alternate courses of action; cooperate with a team in developing creative solutions to a problem; analyze competitive proposals; understand why people be
3. Appreciate the effect of marketing and advertising on business, industry, and national economics.
4. Comprehend the strategic function of advertising within the broader context of business and marketing.
5. Discover what people in advertising do, how they do it, and the career opportunities these fields offer.

MK298

CO-OP/WORK-LEARN (3)

Upon successful completion of this course, students will be able to:

1. Develop marketing skills in a dynamic environment.
2. Demonstrate appropriate work behavior with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively, follow directions, and handle business conflict.
5. Exhibit professionalism in the conduct of marketing as stated in rubric/rating scale.

MS - MEDICAL ASSISTING

MS101

INTRODUCTION TO MEDICAL ASSISTING (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate basic knowledge of administration and clinical skills.
2. Discuss ethical legal considerations and theoretical concepts regarding patient care

MS120

CLINICAL MEDICAL ASSISTING I (2)

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of basic medical assistant procedures in a lab and clinical setting.
2. Demonstrate ability to assist with facilitating patient flow through the clinic and/or physicians office.

MS121

CLINICAL MEDICAL ASSISTING II (2)

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to function effectively as allied health team members in the delivery of quality patient care at entry level proficiency.

2. Demonstrate the ability to apply routine patient care/diagnostic procedures in assessing health care.
3. Demonstrate the ability to practice applying routine patient care/diagnostic procedures.

MS125**CLINICAL OFFICE EXPERIENCE (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate in an office or clinical setting knowledge of basic medical assistant procedures.
2. Demonstrate use of interpersonal and communication skills in the clinical setting.

MS140**ADMINISTRATIVE MEDICAL ASSISTING (2)**

Upon successful completion of this course, students will be able to:

1. Demonstrate office procedures as performed by a Medical Assistant in an office setting.
2. Demonstrate knowledge of theoretical concepts and principles of medical office practice.

MS141**ADMINISTRATIVE MEDICAL ASSISTING LABORATORY (2)**

Upon successful completion of this course, students will be able to:

1. Demonstrate administrative office procedures in a lab setting.
2. Demonstrate use of professional oral communication techniques.
3. Demonstrate use of professional written communication techniques.

MS145**ADMINISTRATIVE MEDICAL ASSISTING CLINICAL (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate administrative office procedures in a clinical setting.
2. Discuss with supervisor/instructor procedures used in clinical settings.

MS201**MEDICAL LAW AND ETHICS (2)**

Upon successful completion of this course, students will be able to:

1. Identify legal and ethical responsibilities in patient care and management.
2. Display knowledge of the medical ethics in performance of duties.

MS210**MEDICAL ASSISTING CRITIQUE (1)**

Upon successful completion of this course, students will be able to:

1. Analyze, synthesize, and evaluate patient care management.
2. Review and prepare for examination as certified Medical Assistants.

MS220**MEDICAL ASSISTING SPECIALTIES (2)**

Upon successful completion of this course, students will be able to:

1. Assist the physician in the appraisal of the patient's health status.
2. Demonstrate the ability to use advanced Medical Assisting techniques and procedures.

MS221**MEDICAL ASSISTING SPECIALTIES LABORATORY (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to practice advanced medical techniques in a lab setting.
2. Demonstrate the ability to act as liaison between the patient and physician.

MS225**MEDICAL ASSISTING SPECIALTIES CLINICAL (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to use advanced Medical Assistant knowledge and techniques in an ambulatory setting.
2. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.

MS292**MEDICAL ASSISTING PRACTICUM (5)**

Upon successful completion of this course, students will be able to:

1. Demonstrate professional characteristic expectant of a beginning practicing Medical Assistant.
2. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the administrative area.
3. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the clinical area.

NU - NURSING

NU101**NURSING ASSISTANT (8)**

Upon successful completion of this course, students will be able to:

1. Identify the principles of prevention, therapy, and rehabilitation for patients of all ages.
2. Distinguish the roles of a Nursing Assistant in a health care team
3. Apply the Nursing Assistant principles learned in class to the clinical setting.
4. Demonstrate proficiency and knowledge of nursing assistant skills in preparation for the NNAAP (National Nurse Aide Assessment Program) written and practical exam.

NU110**NURSING FOUNDATIONS & BASIC SKILLS (8)**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills.
4. Apply a variety of interpersonal and communication skills.

NU140**MENTAL HEALTH NURSING (2)**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation, as it relates to mental illness.
2. Practice therapeutic nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills.
4. Apply a variety of interpersonal and communication skills as it relates to mental health.

NU160**PHARMACOLOGY FOR PRACTICAL NURSES (4)**

Upon successful completion of this course, students will be able to:

1. Apply the nursing process in relation to administration and evaluation of the therapeutic use of drugs through case studies.
2. Apply problem-solving and critical thinking skills.
3. Demonstrate with 100% accuracy methods to safely administer medications to adults and children.
4. Pass at 85% accuracy a comprehensive medical math calculation test.

NU220**ADULT MEDICAL-SURGICAL NURSING (8)**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of medical-surgical conditions.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to medical-surgical procedures.
3. Apply problem-solving and critical thinking skills in nursing practice.
4. Apply a variety of interpersonal and communication skills in a nursing context.

NU230**MATERNAL/NEWBORN CONCEPTS & SKILLS (3)**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of maternal and newborn care.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to maternal and newborn needs.
3. Apply problem-solving and critical thinking skills.

NU240**PEDIATRIC NURSING CONCEPTS & SKILLS (3)**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation as it relates to pediatric care.
2. Practice therapeutic pediatric nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills in pediatric nursing.
4. Demonstrate a variety of interpersonal and communication skills used in pediatric care.

NU280**NURSING TRENDS (1)**

Upon successful completion of this course, students will be able to:

1. Apply problem-solving and critical thinking skills to current trends and issues in nursing.
2. Enhance communication and interpersonal skills in the context of the health care industry.

NU281**NCLEX-PN REVIEW AND TRANSITION (2)**

Upon successful completion of this course, students will be able to:

1. Apply and be prepared to take the NCLEX-PN exam.
2. Review the content of an LPN program
3. Apply test-taking strategies needed to successfully pass the NCLEX-PN exam

NU292**PRACTICAL NURSING CLINICAL (4)**

Upon successful completion of this course, students will be able to:

1. Meet local and national standards for practical nurses in performing nursing care.
2. Display professionalism in performing duties of the LPN.
3. Be eligible and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
4. Apply the clinical problem-solving process (Nursing Process) and critical thinking skills within the scope of an LPN.
5. Apply a variety of interpersonal and communication skills used in the health care setting.
6. Pass the NCLEX-PN Diagnostic Readiness test at 85% accuracy.

OA - OFFICE TECHNOLOGY

OA101**KEYBOARDING APPLICATIONS (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate an increase in speed and accuracy using the touch system.
2. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner.
3. Use word processing software to create, save, print, open, edit and close documents.
4. Demonstrate good work habits, acceptable, typing techniques and skill in using the microcomputer and printer.
5. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 30 words per minute with no more than 5 errors.

OA103**FILING SYSTEMS (3)**

Upon successful completion of this course, students will be able to:

1. Index, code, cross-reference, and arrange personal names, business names, and organization names in correct filing order.

2. Store and retrieve records using alphabetic, subject, numeric, and/or geographic methods of filing.
3. Create, maintain, and access a computerized records management database.
4. Demonstrate the procedures for records control and retention, including charge-out systems, electronic files control, and transfer methods.

OA109

BUSINESS MATH USING EXCEL (3)

Upon successful completion of this course, students will be able to:

1. Perform computations involving whole numbers, decimals, fractions, and percents.
2. Prepare bank statement reconciliations.
3. Calculate the components of payroll.
4. Solve simple interest and compound interest problems.
5. Use Excel to solve business problems.

OA130

INFORMATION PROCESSING (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate correct keyboarding techniques.
2. Demonstrate proper technique for keying correspondence; including letters, memorandums, reports, tables, and forms.
3. Demonstrate keyboarding speed of 35 to 45 gross words a minute with 5 or fewer errors.
4. Demonstrate proper work attitudes for business.

OA210

DATABASE MANAGEMENT SYSTEMS (3)

Upon successful completion of this course, students will be able to:

1. Design, create, and modify a database.
2. Design, generate, and modify queries, forms, and/or reports for the input and/or extraction of data.
3. Integrate with other office applications and collaborate and secure data.

OA211

BUSINESS COMMUNICATION (3)

Upon successful completion of this course, students will be able to:

1. Write effective business memos, letters, and reports.
2. Prepare and deliver effective oral presentations.
3. Demonstrate effective interpersonal communications skills.
4. Communicate orally in one-on-one, small group and large group situations.
5. Develop a practical job search strategy, including writing successful resumes.

OA220

SPREADSHEET SYSTEMS (3)

Upon successful completion of this course, students will be able to:

1. Create, save, retrieve, edit, format, and print an electronic worksheet using formulas, built-in functions, and charts.
2. Create and manipulate electronic spreadsheets databases, templates, and macros.
3. Integrate with other office applications and collaborate and secure data.

OA230**ADVANCED INFORMATION PROCESSING (3)**

Upon successful completion of this course, students will be able to:

1. Select the appropriate technology tool to create word processing, spreadsheet, database, and/or presentation documents.
2. Create compound documents by integrating word processing, spreadsheet, database, and/or presentation applications.
3. Apply proper document formats when keying business correspondence-- memorandums, letters, reports, tables, and forms.
4. Create and manage documents using teamwork.
5. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.

OA240**MACHINE TRANSCRIPTION (3)**

Upon successful completion of this course, students will be able to:

1. Develop the ability to think and use sound judgment while keying correspondence.
2. Demonstrate proper techniques of transcription to produce mailable legal/business documents.
3. Apply correct spelling, grammar usage, and style to documents.
4. Examine and use appropriate reference materials.

OA250**OFFICE PROCEDURES (3)**

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the responsibilities, professional image, appropriate job attitudes, and interpersonal relationships of the administrative assistant.
2. Develop skills in completing tasks commonly performed in an office setting; including answering the telephone, faxing, using e-mail, and reprographics.
3. Enhance communications and interpersonal skills.
4. Develop skills in obtaining, organizing, evaluating, and managing information.

OA292**OFFICE TECHNOLOGY PRACTICUM (3)**

Upon successful completion of this course, students will be able to:

1. Develop and apply administrative skills in a workplace environment.
2. Demonstrate competence using business office technology, electronic communication skills, software application, time management and organizational skills.
3. Demonstrate professionalism and ethical conduct in the work environment.
4. Demonstrate effective human relation skills with co-workers and respect others' differences in culture, race, and ethnicity.

OA298**CO-OP/WORK LEARN (3)**

Upon successful completion of this course, students will be able to:

1. Develop administrative skills in a workplace environment.
2. Demonstrate competence using business office technology, electronic communication skills, software applications, time management and organizational skills.
3. Demonstrate professionalism and ethical conduct in the work environment.

4. Demonstrate effective human relations skills with co-workers and respect others' differences in culture, race, and ethnicity.

OR – SCIENCE TECHNOLOGY

OR101**INTRODUCTION TO ENGINEERING TECHNOLOGY (3)**

Upon successful completion of this course, students will be able to:

1. Gain an awareness of the connections between engineering and the impact of engineering solutions in a societal and global context.
2. Demonstrate basic knowledge of the techniques, skills, and modern engineering tools necessary in the current civil and mechanical engineering industry.
3. Describe various engineering careers to include skills needed, required educational background, and experience with a focus on architectural engineering.

PI - PHILOSOPHY

PI101**INTRODUCTION TO PHILOSOPHY (3)**

Upon successful completion of this course, students will be able to:

1. Define key terms of the philosophical vocabulary relevant to the course.
2. Distinguish different areas of philosophy and philosophical methodology.
3. Analyze their own desires and beliefs including the development of answers to existential questions.
4. Demonstrate understanding of some of the diverse assumptions and values that shape our experiences and attitudes.

PS - POLITICAL SCIENCE

PS140**AMERICAN GOVERNMENT (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the basic framework and concepts which define the American system/style of democracy.
2. Explain the historical roots of American government and the events which have affected the development and course of American government.
3. Explain the three branches of government, their basic structure and functions, and how they are expected to change and interrelate with each other.
4. Develop an awareness of the factors and circumstances which may impact the direction and changes to the American system of government.
5. Demonstrate understanding of Guam's system of government.

PY - PSYCHOLOGY

PY100

PERSONAL ADJUSTMENT (3)

Upon successful completion of this course, students will be able to:

1. Explain and evaluate the importance of personal adjustment and the benefits of self-awareness.
2. Evaluate emotions and the significance of their emotions on self-development.
3. Identify and demonstrate the skills necessary for healthy communication and relationships.
4. Demonstrate understand of the impact societal expectations have on human behavior.
5. Recognize and evaluate the factors affecting individual choices and their effects on one's self and adjustment within society.

PY120**GENERAL PSYCHOLOGY (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate familiarity with the major concepts, theoretical perspective and historical trends in psychology.
2. Apply psychology principles and theories.
3. Demonstrate an appreciation for the uniqueness of the individual.

PY125**INTERPERSONAL RELATIONS (3)**

Upon successful completion of this course, students will be able to:

1. Develop interpersonal and critical thinking skills necessary to become productive members of the workforce in society.
2. Demonstrate the use of appropriate written and oral skills necessary for effective communication.
3. Demonstrate ethical, social, and environmental responsibility.

SI - SCIENCE

SI051**EARTH SCIENCE (3)**

Upon successful completion of this course, students will be able to:

4. Demonstrate understanding of the fundamental concepts of Earth's many systems.
5. Communicate about Earth Science in a meaningful way.
6. Make informed and responsible decisions regarding Earth and its resources.

SI102**GENERAL CHEMISTRY WITH LABORATORY (4)**

Upon successful completion of this course, students will be able to:

1. Demonstrate familiarity and basic use of the Periodic Table of the Elements.
2. Apply the scientific method through lab experiments and write lab reports.
3. Apply critical thinking skills to solve quantitative and qualitative chemistry problems.
4. Calculate conversions and balance chemical equations.
5. Identify various types of chemical reactions.

SI103

INTRODUCTION TO MARINE BIOLOGY (4)

Upon successful completion of this course, students will be able to:

1. Describe key chemical, biological, geological, and ecological processes.
2. Identify and classify common marine organisms.
3. Explain anthropogenic factors that affect the marine environment and organisms therein.

SI110**ENVIRONMENTAL BIOLOGY (4)**

Upon successful completion of this course, students will be able to:

1. Describe key chemical, biological, ecological, and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Explain the ecological, social and/or economical implications of climate change, conservation and sustainable use of resources, overpopulation, waste management and recycling, as well as reflect on their personal roles in these issues.
3. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.
4. Demonstrate the ability to gather and analyze data, present results graphically, interpret results and form conclusions.

SI130**ANATOMY & PHYSIOLOGY (4)**

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the uses of proper anatomical terms when referring to the human body.
2. Identify and correlate how each organ in the human body works together as a system to maintain homeostasis.
3. Explain the effects of various environmental factors on how the human body functions to maintain life.
4. Demonstrate technological proficiency in the use of microscopes.

SI141**APPLIED PHYSICS I (4)**

Upon successful completion of this course, students will be able to:

1. Define key terminology used in the physics field.
2. Identify and classify common physical phenomena such as forces, friction, and center of gravity.
3. Explain common laws and rules of physics from Newton and Kepler and their application to everyday circumstances.
4. Employ basic methods and observations to identify given data graphically or numerically and employ proper procedures to solve problems applying physical rules and formulas correctly.

SI142**APPLIED PHYSICS II (4)**

Upon successful completion of this course, students will be able to:

1. Relate the momentum, impulse, force and time of contact within a system.
2. Distinguish, relate, apply and analyze between rotational and translational quantities and equations.

3. Relate and apply density, specific gravity, mass and volume, pressure, area, pressure density and depth concepts.
4. Identify, relate and analyze amplitude, frequency, angular frequency, period, displacement, velocity and acceleration associated with oscillating system.

SI150

INTRODUCTION TO MICROBIOLOGY (4)

Upon successful completion of this course, students will be able to:

1. Summarize the historical events that led to development of the field and the taxonomic classification regarding Microbial Diversity.
2. Demonstrate knowledge of the basic chemistry in laboratory procedures, bright-field microscopy, aseptic techniques, protocols for identification of microbes and basic microbial and molecular biology.
3. Demonstrate knowledge of microbial pathogenicity mechanisms, chemotherapeutics, drug resistance, disease prevention and the causes and consequences of mutations and genetic engineering on microbes.
4. Summarize the impact of Microbes in the environment and useful applications of microbes.

SM - SUPERVISION & MANAGEMENT

SM108

INTRODUCTION TO BUSINESS (3)

Upon successful completion of this course, students will be able to:

1. Evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs operating within the system.
2. Construct the stages in the development of management ethical standards.
3. Summarize in writing their feelings about applied business concepts.

SM205

PURCHASING (3)

Upon successful completion of this course, students will be able to:

1. Understand the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations.
2. Gain an appreciation of the ethical, contractual, and legal issues faced by purchasing and supply chain professionals.
3. Demonstrate an understanding of the purchasing cycle, various types of purchasing documents, and types of purchases.

SM208

PERSONNEL SUPERVISION (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills in the area of personnel supervision.
2. Identify employee needs and apply motivational skills to address them.
3. Summarize in writing their feelings about applied supervision concepts.

SM211

E-COMMERCE MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Assess "customer needs" business websites.
2. Differentiate four Internet business models-Business-to-Business (B2B), Business-to-Consumer (B2C), Consumer-to-Consumer (C2C), and Consumer-to-Business (C2B).
3. Summarize in writing their feelings about applied e-commerce management concepts.

SM215

INTERNATIONAL MANAGEMENT (3)

Upon successful completion of this course, students will be able to:

1. Develop strategies for sustaining international business competition in a global setting.
2. Discuss cross-cultural business ethics and corporate social responsibility in subsidiary assignments.
3. Summarize in writing their feelings about applied international management concepts.

SM220

MANAGEMENT SKILL DEVELOPMENT (3)

Upon successful completion of this course, students will be able to:

1. Examine and interpret the traditional four functions of management: planning, organizing, leading, and controlling.
2. Construct and apply the eight-steps used in structured decision making process.
3. Summarize in writing their feelings about applied management concepts.

SM225

LEADERSHIP (3)

Upon successful completion of this course, students will be able to:

1. Describe via reflective narratives their experiential learning in Service Learning.
2. Differentiate the four major stages of group development and the appropriate leadership style required at each stage.
3. Summarize in writing their feelings about applied leadership concepts.

SM230

BUSINESS LAW APPLICATIONS (3)

Upon successful completion of this course, students will be able to:

1. Discuss the law of contracts as it relates to offers/acceptances, consideration, and competency.
2. Identify the key elements of intentional, negligence, and strict liability torts.
3. Summarize in writing their feelings about applied business law concepts.

SM240

EMPLOYMENT & LABOR LAW (3)

Upon successful completion of this course, students will be able to:

1. Discuss the history of American labor unions and its impact on the enactment of federal labor laws.
2. Explain how Title VII of the Civil Rights Act protects covered employees prohibiting any discrimination based on race, color, religion, sex or national origin.
3. Summarize in writing their feelings about applied labor and employment law concepts.

SM245**ETHICS & STAKEHOLDERS MANAGEMENT (3)**

Upon successful completion of this course, students will be able to:

1. Describe and explain actions or strategies that management may take to improve a firm's ethical climate.
2. Describe ethical standards in management and identify its role in contemporary business practices.
3. Summarize in writing their feelings about applied ethics and stakeholder concepts.

SM298**CO-OP/WORK-LEARN FOR SUPERVISION & MANAGEMENT (1-6)**

Upon successful completion of this course, students will be able to:

1. Obtain supervised work experience to develop skills necessary to succeed in supervision/management positions.
2. Develop and reinforce the knowledge of supervisory theory and management principles as applied to the challenges of a business position.
3. Train subordinates in supervision/management theory and practices.
4. Apply the practice of professional business ethics related to the moral and social responsibilities of a supervisory/management position.
5. Demonstrate effective human relations skills with co-workers and subordinates according to the expectations of a business supervisor/manager.
6. Demonstrate planning, organizing, directing, and controlling skills needed for success supervising/managing within a business environment.

SO - SOCIOLOGY

SO099**STUDENT SUCCESS WORKSHOP (3)**

Upon successful completion of this course, students will be able to:

1. Students will be able to evaluate current study skills and obtain study skill techniques for academic success.
2. Students will assess interests, values, abilities, and skills and apply results to occupational choices.
3. Students will develop educational and career goals.
4. Students will acquire skills necessary for locating, evaluating, and interpreting information about career opportunities for employment.
5. Students will understand and identify the elements of team-building, problem-solving decision-making, and personality dynamics as they relate to the workplace environment.

SO110**INTRODUCTION TO COLLEGE LIFE (3)**

Upon successful completion of this course, students will be able to:

1. Explain the academic rights and responsibilities of a college student.
2. Demonstrate skills needed to successfully study and pass tests.
3. Demonstrate understanding of various careers and which ones match interests and abilities.

SO130

INTRODUCTION TO SOCIOLOGY (3)

Upon successful completion of this course, students will be able to:

1. Identify how societies instill values in individual, families and groups.
2. Demonstrate familiarity with other societies objectively utilizing the Sociological Imagination.
3. Contrast the four primary theoretical sociological perspectives.
4. Explain various degrees of poverty and inequality to include why these patterns continue to exist generation after generation.

SS - SOCIAL SCIENCES

SS063

AMERICAN GOVERNMENT (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of democracy in America.
2. Explain the legislative, executive, and judicial branches work at local, state, and federal levels.
3. Discuss the importance of the US Constitution to include the Bill of Rights.

SS078

WORLD GEOGRAPHY (3)

Upon successful completion of this course, students will be able to:

4. Locate and identify all countries and their capitals around the world.
5. Locate and identify all oceans, major rivers, mountain ranges and deserts.
6. Locate and identify major population groups around the world.

SS081

US HISTORY I (3)

Upon successful completion of this course, students will be able to:

1. Locate and describe pre-Columbian Native American civilizations.
2. Identify and describe key events and founding fathers of the United States.
3. Explain the key issues leading to the Civil War and Reconstruction.

SS082

U.S. HISTORY II (3)

Upon successful completion of this course, students will be able to:

1. Describe 20th century industrialization and expansion of the United States.
2. Explain key events leading to World War I and II and their outcomes.
3. Describe key events in contemporary American history.

SS083

WORLD HISTORY I (3)

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories involved with world civilizations in the Middle East, Asia, Africa, Europe, and the Americas.
2. Apply principles and theories to major events related to the rise and development of civilizations
3. Develop an appreciation of world civilizations.

SS084**WORLD HISTORY II (3)**

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories involved with traditional and modern societies of Europe and the Americas.
2. Apply principles and theories to major events related to influence of great personalities on world history.
3. Develop an appreciation of world civilizations.

SS091**MULTICULTURAL WORKPLACES (3)**

Upon successful completion of this course, students will be able to:

1. Complete various types of job applications, produce a written resume, and practice interview skills.
2. Demonstrate appropriate workplace attire, positive attitude, work ethics, initiative, and assume responsibility.
3. Describe major local and regional cultural groups and their values.
4. Practice enhanced human relation skills related to the workplace.
5. Demonstrate effective communication and conflict resolution skills.

SU - SURVEYING

SU100**SURVEYING DRAFTING (3)**

Upon successful completion of this course, students will be able to:

1. Discuss the roles of office draft persons or survey party chiefs.
2. Define common terminology in the surveying drafting career.
3. Explain the diverse engineering fieldwork and methods of graphic resolution used.

SU101**SURVEYING PROBLEMS I (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of basic mathematics needed for survey computations.
2. Apply basic arithmetic, trigonometry and geometric operations to given surveying problems.
3. Discuss and identify solutions to various surveying problems encountered in the work setting.

SU230**ADVANCED SURVEYING (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the mathematical computations of horizontal and vertical surveys including the process of laying out horizontal and vertical curves.
2. Apply proper survey processes in construction surveys and layouts.
3. Demonstrate understanding of boundary surveying and the legal aspects of property surveying.
4. Analyze boundary and property survey problems using applicable survey methods.
5. Demonstrate understanding of concepts of geodetic and GPS surveying.

SU240**BOUNDARY LAW I (3)**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of boundary control and legal principles to include identification of error in legal descriptions.
2. Discuss legal principles such as deed/first/survey first, common and case law.
3. Define the basic elements of a boundary survey and the proper sequence of events/actions.
4. Evaluate boundary evidence and make decisions based on this ranking.
5. Identify controlling corners and boundaries.

SU241**BOUNDARY LAW II (3)**

Upon successful completion of this course, students will be able to:

1. Explain in detail the subjects of evidence and procedures used for determining real property boundaries.
2. Demonstrate proficiency of reading legal instruments prepared by land surveyors.
3. Describe the surveyor's role in court cases.
4. Write a legal and technical description and prepare a surveyor's report.

SU250**INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3)**

Upon successful completion of this course, students will be able to:

1. Describe the fundamental concepts of GIS and the major functionality contained within the ArcGIS software.
2. Explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems. (The course emphasizes practical GIS skills.)
3. Demonstrate understanding of the basics of geodatabase and the more advanced functionality that makes the geodatabase such a powerful data model.
4. Design presentation-quality maps and create a personal geodatabase.

SU251**ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (3)**

Upon successful completion of this course, students will be able to:

1. Produce and control raster data using ArcGIS Spatial Analyst.
2. Work within the new ArcGIS geoprocessing environment to create, execute, and automate spatial analysis work flows.
3. Analyze three-dimensional modeling using ArcGIS 3D Analyst software.
4. Create realistic models by draping aerial photographs over surfaces and displaying two-dimensional features in three dimensions.

SU280**SPECIAL TOPICS IN GEOGRAPHIC INFORMATION SYSTEMS (3)**

Upon successful completion of this course, students will be able to:

1. Produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
2. Apply Survey Analyst GIS tools on cadastral datasets and perform analysis of these datasets to ensure survey accuracy.
3. Use ArcGIS tools to address real-world social, economic, and environmental planning problems.

SU292**SURVEYING PRACTICUM (1)**

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.
2. Apply proper field operations in traversing, leveling, and topographic surveying.
3. Demonstrate proficiency in the preparation of survey drawings using computer aided surveying software.
4. Transfer data to and from survey instruments, data collectors, and computers.
5. Demonstrate understanding of errors and error propagation field work.

VC - VISUAL COMMUNICATIONS

VC101**INTRODUCTION TO VISUAL COMMUNICATIONS (3)**

Upon successful completion of this course, students will be able to:

1. Use the vocabulary of graphic design to demonstrate an understanding of standard graphic visual concepts, light and color, perception, trends, forms, and delivery of digital media.
2. Identify the six typeface families and demonstrate how each one expresses a mood.
3. Find and recognize reference art to demonstrate understanding of visual graphic concepts and uses.
4. Distinguish basic visual processes, physiological aspects and sensual and perceptual theories.
5. Develop understanding of injurious imaging, including cartoons, prejudicial thinking, stereotyping.
6. Know the ethical and legal standards regarding the uses of graphic design and images and computer applications.

VC102**DESIGN PRINCIPLES AND ELEMENTS (3)**

Upon successful completion of this course, students will be able to:

1. Apply procedures to solve design problems while considering the factors of materials, tools (computer, camera), style, choice and creative license.
2. Recognize and apply the elements of graphic design including space, line, shape, value, texture and color space and balance, contrast and variation.
3. Use basic analog (drawing) and digital (computer) methods to create graphic design projects.
4. Select effective typography and text composition in graphic design.
5. Think conceptually about the meaning of text and image in combination.
6. Demonstrate an understanding of three-dimensional design.

VC125**DIGITAL GRAPHICS: PHOTOSHOP® (3)**

Upon successful completion of this course, students will be able to:

1. Understand and use the vocabulary of PhotoShop activity.
2. Apply the principles of good graphic design to computer graphic projects.
3. Navigate with the tools of Photoshop to create and edit graphics for print and for the web.

4. Employ basic photo and scan editing and corrections including cloning, healing and patching.
5. Use layers, masks paths and channels to produce graphic images.
6. Differentiate between vector and raster (bit-map) graphics.
7. Prepare images for two-color printing.
8. Produce and print consistent color.
9. Optimize web images and image maps.

VC126

DIGITAL GRAPHICS: ILLUSTRATOR® (3)

Upon successful completion of this course, students will be able to:

1. Apply the principles of good graphic design to create artwork required by computer graphic projects.
2. Work with type including creation of type, type masks, formatting and wrapping text.
3. Understand the tools and procedures of Illustrator and navigate to the proper tool to create and edit graphics for print and for the web.
4. Understand and use the common vocabulary of Illustrator.
5. Combine Illustrator graphics and PhotoShop images.
6. Draw cylinders and boxes and use gradients and brushes to draw shapes.
7. Create images for web publication including exporting in GIF and JPEG formats.

VC131

DESKTOP PUBLISHING (3)

Upon successful completion of this course, students will be able to:

1. Understand the standard vocabulary of desktop and print publishing.
2. Use application tools and functions common to desktop publishing and page layout software.
3. Locate and choose fonts needed for DTP projects.
4. Employ palettes and apply functions common to DTP including color, layout style sheets and measurements.
5. Setup up documents using forms, rules and tables.
6. Distinguish between effective usage of inkjet and laser printers.
7. Use efficient digital project file management.
8. Practice efficient working techniques.

VC135

InDesign® (3)

Upon successful completion of this course, students will be able to:

1. Use Adobe InDesign® publishing software to complete page layouts and designs for a variety of professional publishing purposes.
2. Utilize professional graphic design, layout, and typography techniques.
3. Import existing files from word processing and raster and vector graphics programs into the publishing program.
4. Produce sophisticated layouts including text and graphic images.

VC141

WEB DESIGN (3)

Upon successful completion of this course, students will be able to:

1. Produce a simple multi-page web site.
2. Use effective web typography.

3. Upload web sites and modifications to web servers.
4. Employ current practices of web site graphics.
5. Create Cascading Style Sheets.
6. Write simple HTML coding.
7. Create rollover buttons.

VC145

MACROMEDIA SUITE (3)

Upon successful completion of this course, students will be able to:

1. Create web site photo viewers.
2. Demonstrate advanced design techniques with Fireworks.
3. Include movies and filmstrips in web pages.
4. Design and create animations including animated maps with Flash.
5. Employ CGI and other interactive actions.

VC161

VIDEO I (3)

Upon successful completion of this course, students will be able to:

1. Produce simple video productions from planning through editing.
2. Plan and create storyboards for video productions and shoot video according to plans.
3. Operate a variety of video cameras and use a variety of camera moves with hand-held and studio cameras.
4. Understand and use the common vocabulary of video productions.
5. Use and control natural and artificial lighting.
6. Demonstrate use of a variety of industry-standard shots.
7. Employ a variety of microphones and audio mixers used in audio recording.
8. Employ simple computer digital editing including titling and audio dubbing.

VC165

DIGITAL EDITING: FINAL CUT PRO (3)

Upon successful completion of this course, students will be able to:

1. Capture video and import audio into the computer to establish the content for the editing process.
2. Apply animation to incorporate motion to still images.
3. Add and edit voice and music tracks.
4. Understand and use the common vocabulary of digital video editing.
5. Use the tools, commands and procedures of Final Cut Pro.
6. Cut up shots and build video sequence of shots.
7. Create titles and credits in a variety of styles.
8. Convert video to various final export formats including DVD and Web.

VC172

IMAGING CONCEPTS AND ELEMENTS (3)

Upon successful completion of this course, students will be able to:

1. Understand and use the common vocabulary and terms of cameras, scanning and digital imaging.
2. Recognize and apply the elements of effective aesthetic composition to produce good photographs with cameras.

3. Use camera controls of focus, shutter speed and f-stop to vary light entering the camera for effective photography.
4. Utilize studio lighting principles for basic portraiture and small product photography.
5. Scan photos, negatives, slides and printed images, including text, to produce digital images.
6. Employ basic digital photo and image editing using the software included with scanners and other simple computer editing applications.

VC201

PROJECT MANAGEMENT AND MARKETING SOLUTIONS (3)

Upon successful completion of this course, students will be able to:

1. Use cooperative teamwork for visual communications problem solving and production.
2. Research potential products identifying customers to be targeted.
3. Conceptualize and create visual messages for clients and customers using print, video and web media.

VC298

COOPERATIVE EDUCATION/WORK-LEARN (3)

Upon successful completion of this course, students will be able to:

1. Develop visual communications skills in a dynamic environment.
2. Work harmoniously with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively.
5. Exhibit professionalism.
6. Conceptualize and create visual messages for the host using print, video and web media.

WA - WATER

WA210

TREATMENT PROCESSES AND PROCEDURES (3)

Upon successful completion of this course, students will be able to:

1. Recognize and understand potable and waste water treatment processes, regulatory standards, and maintenance practices.
2. Identify and select processes that yield the most effective treatment.
3. Predict the efficiency of treatment processes, using waterworks troubleshooting techniques.
4. Recognize and utilize safe practices for operating potable and waste water equipment and/or appurtenances.
5. Recognize and understand the biological, chemical, microbial, and physical relationships within waterworks treatment processes.

WA215

WATER DISTRIBUTION SYSTEMS (3)

Upon successful completion of this course, students will be able to:

1. Recognize and understand water distribution system nomenclature, components, and NEPA standards.
2. Identify water distribution modes and their methods for operation.

3. Predict the efficiency of a water distribution system using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating and managing a water distribution system and its appurtenances.
5. Recognize and understand the subject matter required for operator certification.

WE - WELDING

WE115

METAL FABRICATION (3)

Upon successful completion of this course, students will be able to:

4. Accurately cut a variety of metal structural shapes.
1. Accurately bend select types of metal.
2. Accurately fit select angles as determined by particular projects.

WE220

EQUIPMENT MAINTENANCE (2)

Upon successful completion of this course, students will be able to:

1. Disassemble oxyfuel gages and electric arc welders
2. Determine which components need to be replaced or adjusted within a given unit.
3. Reassemble each electrical and mechanical component to a functioning level.

WE228

BASIC METALLURGY (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of basic terminology involved with metallurgy.
2. Demonstrate basic methods and processes involved in metallurgy.
3. Demonstrate knowledge of the elements that contribute to characteristics of alloy steel.

WT - WATERWORKS TECHNOLOGY

WT100

INTRODUCTION TO WATERWORKS TECHNOLOGY (3)

Upon successful completion of this course, students will be able to:

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
6. Demonstrate an understanding of local and federal water quality regulations.

WT110

INTRODUCTION TO WATERWORKS SCIENCE (3)

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of waterworks specific nomenclature, regulatory standards, and academic subject matter for operator licensing examinations.

2. Identify waterworks treatment modes and their methods for operation.
3. Predict the efficiency of treatment methods using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating various equipment within a waterworks treatment facility, or its distribution or collections system
5. Recognize and demonstrate understanding of the biological, chemical, microbial, and physical relationships within a waterworks treatment facility or its distribution or collections system.

WT140

MANAGEMENT OF WATER AND WASTEWATER SYSTEMS (3)

Upon successful completion of this course, students will be able to:

1. Recognize and demonstrate understanding of water-based constituents (e.g., bacterial, chemical, microbiological, radiological, and viral) that are regulated within the waterworks industry.
2. Recognize and demonstrate understanding of potable water and domestic wastewater regulatory standards, and their respective sampling protocols.
3. Predict compliance by using *Standard Methods for the Examination of Water and Wastewater*.
4. Identify and apply "Best Methods and Practices" to ensure waterworks systems operate within regulatory compliance and/or standards.

WW - WASTEWATER TECHNOLOGY

WW200

PRIMARY TREATMENT (4)

Upon successful completion of this course, students will be able to:

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
6. Demonstrate an understanding of local and federal water quality regulations.

CONSTRUCTION TECHNOLOGY/CERTIFICATE

I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	CT100	CT140	CT153	CT173	CT183	CT193	CT165A	CT165B	CT165C	CT165D	CT185A	CT185B	CT185C
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Demonstrate basic skills needed of function as an entry-level worker in at least one of seven disciplines in accordance with industry safety standards: carpentry, electricity, heating, ventilation, and air-conditioning (HVAC), masonry, plumbing, reinforcing metal worker, or welding.	I	I	I	IR	R	RE	I	IR	R	E	I	R	E
2. Exhibit entry-level knowledge in at least one of the seven construction trades concentration areas.		I	I	IR	R	RE	I	IR	R	E	I	R	E
3. Demonstrate professionalism as related to the construction trades industry.	I	I	I	IR	R	RE	I	IR	R	E	I	R	E

CT100 Introduction to Construction Trades <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe basic knowledge and skills needed in various construction trades areas.	1,2
2. Identify the proper names of tools and equipment used in the construction technology field.	1,2
3. Develop an appropriate work ethic and attitude necessary to succeed in the construction field.	3

CT140 Industrial Safety <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify accident prevention practices within the construction trades industry.	1,2
2. Demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.	2
3. List national (international) and local agencies that provide safety standards and be familiar with available resources.	2

CT153 Introduction to Carpentry <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify commonly used tools, supplies, and equipment in the carpentry profession.	1
2. Explain the safe use and care of various carpentry tools, supplies and equipment.	1,2,3
3. Identify common terminology in the carpentry field.	2
4. Discuss the various local and global career opportunities for professional carpenters.	3

CT173 Rough Framing and Exterior Finishing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the knowledge and skills needed to properly construct a structure.	1,2
2. Demonstrate basic skills needed to complete the framing of a given project.	1
3. Demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.	1

CT183 Finishing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. List the major steps needed in order to complete the finishing of a residential building.	2
2. Demonstrate basic skills required in the finishing stage of a residential building such as installation of panels, hanging doors and windows, and applying trim and mold.	1
3. Demonstrate basic knowledge required to complete the finishing state of a residential building.	2

CT193 Cabinet Making and Millwork <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Correctly assemble cabinetry following a given set of plans.	1,2
2. Design and build a cabinetry project.	1
3. Discuss current practices and materials used in cabinetry design.	1,2

CT165A Electricity Level I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level
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CT165B Electricity Level II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level
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	SLO#
1. Explain skills needed by a licensed electrician.	1,3
2. Demonstrate understanding of the safe operation and maintenance of electrical tools.	1,2
3. Develop an appropriate attitude related to professional electrical work.	3
4. Discuss the variety of electrical career paths.	3

CT165C Electricity Level III <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Acquire entry-level skills that are essential for success in the initial pursuit of a career as an electrician.	1
2. Demonstrate knowledge and skills related to alternating current, motors, grounding, conduit, bending, boxes and fittings.	1,2
3. Demonstrate knowledge of basic physics concepts related to electricity and identify common terminology.	2

CT185A Refrigeration and Air Con. Level I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate understanding of the core principles and terminology related to air conditioning and refrigeration.	2
• Identify the safe use of equipment, supplies, and materials used in	1,2

	SLO#
1. Demonstrate appropriate use and care of various hand and power tools used by professional electricians.	1,2
2. Develop the knowledge and skills related to National Electric Code (NEC), raceways, boxes and fittings, conductors, and electrical blueprints.	1,2
3. Demonstrate knowledge and skills needed in the electrical wiring of commercial, industrial, and residential areas.	1,2

CT165D Electricity Level IV <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate use and care of various hand and power tools used by professional electricians adhering to all industry safety standards.	1
2. Demonstrate the knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contractors and relays, and electric lighting.	1,2
3. Demonstrate professionalism and an appropriate work ethic needed to succeed as an entry-level electrician.	3

CT185B Refrigeration and Air Con. Level II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain the basic knowledge and skills necessary for more advanced study in the heating, ventilation, and air-conditioning (HVAC) industry.	1,2
2. Demonstrate basic mathematical skills needed in the HVAC industry.	1
3. Acquire skills needed for the HVAC service technician.	3

heating, ventilation and air-conditioning (HVAC) industry.	
2. Explain the various careers associated with the HVAC industry both locally and globally.	3

CT185C Refrigeration and Air Con. Level II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the proper use, care, and safe operation and maintenance of equipment, supplies and materials used in the heating, ventilation, and air-conditioning (HVAC) industry.	1,2
2. Exhibit professionalism and work ethic deemed necessary to succeed as entry-level refrigeration and air-conditioning technician.	3

COSMETOLOGY/CERTIFICATE										
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➡	CM101	CM102L	CM201	CM202L	CM103L-a	CM203L-a	CM198	CM204L	CM118	CM117
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:										
1. Demonstrate and employ the skills needed to work in a variety of cosmetology-related occupations, such as an esthetician, salon owner, nail specialist, hair color specialist, and makeup artist.	IRE	RE	RE	R	R	R	RE	R	I	I
2. Generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination.	IRE	RE	RE	R	R	R	RE	R	I	I
3. Apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.	IRE	RE	RE	R	R	R	RE	R	I	I

CM101 Concepts I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Comply with the Guam Board of Cosmetology rules and regulations.	All
2. Plan and design a layout of a fully functional cosmetology salon.	All
3. Provide records and documents that are in compliance with all laws.	All
4. Identify all types of bacterial infections and disinfection control.	All
5. Experience customer service relations for a fully operational salon.	All
6. Apply the theoretical knowledge needed to provide basic nail, skin and haircare services.	All

CM102L Salon I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.	1,2
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.	1,2
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.	1,2

CM103A Salon I Advanced <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.	1,2
2. Demonstrate the psychomotor skills needed for skin care services	1,2

CM204L Salon III <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the psychomotor skills needed for haircutting and haircoloring skills rendered at a mastery level.	1,2
2. Demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.	1,2
3. Demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.	1,2

CM198 Clinical Co-op/Work-Learn <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Complete supervised work experience to develop skills necessary.	All
2. Enter the workforce by combining academic studies with practical, on-the-job training with work experience.	All

CM117 Esthetics <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Comply with the Guam Board of Cosmetology rules and regulations.	2
2. Plan and design a layout of a fully functional esthetician salon.	All
3. Provide records and documents that are in compliance with all laws.	All
4. Identify all types of bacterial infections and disinfection control.	All
5. Experience customer service relations for a fully operational salon.	All

rendered at a mastery level.	
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.	1,2

CM203L Salon II Advanced <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.	1,2
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.	1,2
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.	1,3

CM201 Concepts II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Comply with the Guam Board of Cosmetology rules and regulations.	2
2. Provide records and documents that are in compliance with all laws.	2,3
3. Identify properties of the hair and scalp.	1
4. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for haircutting and haircoloring skills rendered at a mastery level.	1,2
5. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.	1,2
6. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.	1,2

6. Apply the theoretical knowledge needed to provide, skin, makeup and removal of unwanted hair services.	All
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CM118 Nail Technology <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Comply with the Guam Board of Cosmetology rules and regulations.	2
2. Plan and design a layout of a fully functional nail salon.	All
3. Provide records and documents that are in compliance with all laws.	All
4. Identify all types of bacterial infections and disinfection control.	All
5. Experience customer service relations for a fully operational salon.	All
6. Apply the theoretical knowledge needed to provide nail care services.	All

CM202L Salon II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the psychomotor skills needed for haircutting and haircoloring skills rendered at a mastery level.	1,2
2. Demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.	1,2
3. Demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.	1,2

CRIMINAL JUSTICE/CERTIFICATE													
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	CJ100	CJ150	CJ200	CJ102	CJ126	CJ126L	CJ132	CJ135	CJ205				
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.	I	IRE	R	I	I	R			R				
2. Describe the process of the criminal justice system and the duties and responsibilities of the criminal justice professional.	I	IRE	RE	I	IR		IR	IR	RE				
3. Demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society.	I	I	R	I	I		RE	RE	R				

Name of Program Criminal Justice Certificate I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞		CJ100	CJ150	CJ200	CJ102	CJ126	CJ126L	CJ132	CJ135	CJ205				
Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:														
1. Use of acquired skills in effective communication, and quantitative analysis with proper application of technology.	I													
2. Ability to access, assimilate and use information ethically and legally.	I	R	R	R	R	R	R	R	R	E				
3. Mastery of critical thinking and problem-solving techniques.	I													
4. Collaborative skills that develop professionalism, integrity, respect, and fairness.	I	R	R	R	R	R	R	R	R	R				
5. Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.	I	R	R	R	R	R	R	R	R	R				

CJ100 Intro to Criminal Justice <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the history and development of the Criminal Justice System.	
2. Identify the role of the Criminal Justice System in contemporary society.	3
3. Describe the functions of law enforcement, courts and corrections.	2
4. Describe the functions of probation, parole and the Juvenile Justice System.	2

CJ150 Criminal Procedure <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the history and development of the U.S. Court System, court cases and sources of rights.	1
2. Identify the procedural Criminal Law process.	2
3. Define how the courts intercept cases and the concept of stare decisis.	3
4. Apply Title 8 Guam Code Annotated, Criminal Procedure Code, to hypothetical situations.	2

CJ200 Criminal Law <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the history and development of Criminal Justice and the U.S. Court System.	2
2. Identify the substantive Criminal Law process.	2
3. Define the elements of a crime and probable cause.	1
4. Apply Title 9, the Criminal Code and 16, Vehicle Code 3, Guam Code Annotated, to hypothetical situations.	2

CJ102 First Responder <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Diagnose emergency situations and provide appropriate emergency treatment.	2
2. Explain and discuss the role of a First Responder.	2
3. Demonstrate the First Responder skill set at an acceptable level as required by local regulations.	2
4. Demonstrate proficiency in BLS and CPR by passing the final skills practical exams and written exam required by the DOT to become a certified First Responder.	2

CJ132 Emergency Vehicle Operator Course <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify safety skills during an emergency response.	2
2. Explain the proper operation of emergency vehicles.	2
3. Identify and properly deal with hazards involved with operating	2

CJ135 Firearms Use/Safety/Care <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Understand the physical attributes and mechanics of a firearm.	2
2. Apply knowledge of firearm safety.	2
3. Demonstrate knowledge of firearm related laws.	2

emergency vehicles.	
4. Review the basics of defensive driving.	2
5. Demonstrate understanding of the laws governing emergency vehicle operation.	2

4. Practice safe use of firearms within a controlled environment.	2
5. Demonstrate use of firearms at prevailing acceptable and passing levels.	2

CJ126 Officer Survival <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify the safety techniques to use when approaching a potentially dangerous or life threatening situation.	2
2. List street survival skills an officer should acquire while on duty.	2
3. Demonstrate the ability to apply officer safety and street survival skills at an acceptable level in mock situations.	2
CJ205 Police Report Writing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify the substantive Criminal Law process.	1
2. Define the elements of a crime and determine if probable cause exists to charge a defendant with a criminal act.	1
3. Demonstrate understanding of the various law enforcement forms and how to apply it to hypothetical situations.	2
4. Apply Title 9, the Criminal Code and 16, Vehicle Code, Guam Code Annotated, to hypothetical situations.	3

CJ126L Officer Survival Lab <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Practice the various officer safety and street survival skills in mock situations.	2
2. Demonstrate proficiency in the use of the various officer safety and street survival skills at acceptable levels.	2

MEDIUM HEAVY TRUCK DIESEL TECHNOLOGY/CERTIFICATE

I = Introduced R = Reinforced E = Emphasized

List course alpha and no. ➞

MHT100A

MHT100B

MHT110

MHT120

MHT130

MHT140

MHT150

MHT160

MHT170

MHT210

MHT230

MHT270

Student Learning Outcomes – Program Level

Upon successful completion of this program, students will be able to:

1. Seek employment as a Heavy/Medium Truck Technician, Fleet Mechanic, Heavy Marine Diesel Technician, Generator Repair, Heavy Equipment Repair or Parts Counter person.

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2. Troubleshoot, maintain, and repair various heavy trucks and mobile equipment, including bulldozers, boats, cranes, road graders, farm tractors, and combines.

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Name of Program Med/Heavy Truck Diesel Technology Certificate I = Introduced R = Reinforced E = Emphasized List course alpha and no. ⇨													
	MHT100A	MHT100B	MHT110	MHT120	MHT130	MHT140	MHT150	MHT160	MHT170	MHT210	MHT230	MHT270	
Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:													
6. Use of acquired skills in effective communication, and quantitative analysis with proper application of technology.	I		R	R	R	R	R	R	R	E	E	E	
7. Ability to access, assimilate and use information ethically and legally.	I		R	R	R	R	R	R	R	E	E	E	
8. Mastery of critical thinking and problem-solving techniques.	I		R	R	R	R	R	R	R	E	E	E	
9. Collaborative skills that develop professionalism, integrity, respect, and fairness.	I		R	R	R	R	R	R	R	E	E	E	
10. Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.	I		R	R	R	R	R	R	R	E	E	E	

MHT100A Intro to Diesel Technology and Preventive Maintenance Part I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate proper workshop safety practices.	1,2
2. Identify, describe and demonstrate the proper usage of hand tools, special tools, and testing equipment.	1,2
3. Perform preventive maintenance procedures on diesel engines, fuel systems, air induction and exhaust systems.	1,2

MHT100B Intro to Diesel Technology and Preventive Maintenance Part II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Execute preventive maintenance procedures on cooling systems, lubrication systems, cab and hood.	1,2
2. Carry out preventive maintenance procedures on safety equipment, hardware, heating ventilation & air conditioning (HVAC), electrical/electronics, charging systems, lighting systems, frame and chassis.	1,2
3. Perform preventive maintenance procedures on hydraulic brakes, drive trains, suspension & steering systems, tires & wheels, and frame with fifth wheel.	1,2

MHT110 MHT Diesel Engines Part I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain general diesel engine operation and perform basic engine troubleshooting and repair.	1,2
2. Demonstrate cylinder head and valve train diagnostics and repair.	1,2
3. Expound engine block diagnostics and repair.	1,2
4. Identify lubrication system components and diagnose and repair minor problems.	1,2
5. Name the major parts and explain the functions of the cooling system and execute minor diagnostic and repair procedures.	1,2

MHT120 MHT Drive Trains Part I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe clutch operation.	1,2
2. Discuss diesel transmission functionality.	1,2
3. Troubleshoot elemental transmission drivability problems and repair elemental faults.	1,2

MHT130 MHT Brake Systems Part I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level
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MHT140 MHT Suspension and Steering Part I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Differentiate between different steering system designs and explain their functions.	1,2
2. Identify suspension system components and discuss basic functionality.	1,2

	SLO#
1. Depict air supply and service systems operation.	1,2
2. Identify mechanical/foundation system components and perform minor repairs.	1,2
3. Explain parking brake operation.	1,2

MHT150 MHT Heating, Ventilation, and Air Conditioning (HVAC) Part I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Depict basic HVAC system operation.	1,2
2. Troubleshoot general A/C system malfunctions.	1,2
3. Explain A/C compressor and clutch operation and perform basic repairs.	1,2
4. Describe evaporator, condenser, and related components' functionality.	1,2

MHT170 MHT Electrical/Electronic Systems Part I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform general electrical systems diagnosis.	1,2
2. Discuss battery construction and determine cause/s of battery failure.	1,2
3. Demonstrate fundamental starting system diagnosis and repair.	1,2

3. Perform wheel alignment diagnosis, adjustment, and repair.	1,2
MHT160 MHT Hydraulics Part I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Recognize general hydraulic system components and carry out entry level diagnosis, service, and repair.	1,2
2. Ascertain basic hydraulic system failures and perform preliminary pump diagnosis, service, and repair.	1,2
3. Perform fundamental filtration/reservoirs (tanks) diagnosis, service, and repair.	1,2
MHT210 MHT Diesel Engines Part II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Troubleshoot, intermediate level, air induction and exhaust system failures and perform needed repairs.	1,2
2. Diagnose, intermediate level, fuel supply system failures and perform needed repairs.	1,2
3. Ascertain, intermediate level, mechanical fuel injection faults and perform needed repairs.	1,2
4. Determine, intermediate level, electronic fuel management system problems and perform needed repairs.	1,2
5. Perform, intermediate level, engine brakes diagnosis and repair.	1,2
MHT270 MHT Electrical/Electronic	Related

MHT230 MHT Brake Systems Part II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Ascertain hydraulic brake problem causes and rectify faults.	1,2
2. Demonstrate power assist unit failure analysis and take proper steps to correct failure.	1,2
3. Locate air and hydraulic Antilock Brake System (ABS) and Automatic Traction Control (ATC) faults and perform needed repairs.	1,2

Systems Part II <i>Upon successful completion of this course, students will be able to:</i>	to Program Level SLO#
1. Locate faults in the lighting system and correct problems.	1,2
2. Pinpoint failure causes in gauges and warning devices and take proper action to correct situation.	1,2

NURSING ASSISTING/CERTIFICATE				
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➡	NU101	NU101C	HL120	HL131
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:				
1. List correct terms for medical abbreviations.	R	R	IRE	R
2. Recognize, define, spell, pronounce terms related to the diagnosis, pathology and treatment of the human body.	R	R	IRE	R
3. Achieve and American Heart Association BLS Certificate.				IRE
4. Demonstrate safe application of the nursing assistant skills learned in the laboratory to the clinical/hospital setting.	IR	E		
5. Apply the Nursing Assistant principles learned in class to the clinical setting.	IR	E		
6. Recognize the principles of prevention, therapy and rehabilitation for patients of all ages.	IR	E		
7. Distinguish roles of a Nursing Assistant in a health care team.	IR	E		

NU101 Nursing Assistant & NU101C Nursing Assistant Clinical <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Recognize the principles of prevention, therapy and rehabilitation for patients of all ages.	4
2. Distinguish the roles of a Nursing Assistant in a health care team.	5
3. Demonstrate safe application of the nursing assistant skills learned in the laboratory to the clinical/hospital settings.	6
4. Apply the Nursing Assistant principles learned in class to the clinical setting.	7

HL120 Medical Terminology <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify correct terms for medical abbreviations and symbols.	1
2. Recognize, define, spell and pronounce terms related to the diagnosis, pathology and treatment of the human body.	2

HL131 Basic Life Support for Health Care Providers <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Achieve an American Heart Association certificate.	3

NU110 Nursing Foundations & Basic Skills <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Utilize the nursing process in the assessment, planning, implementation, and evaluation.	1
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting.	5
3. Apply problem-solving and critical thinking skills.	3
4. Apply a variety of interpersonal and communication skills.	4

NU140 Mental Health Nursing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Utilize the nursing process in the assessment, planning, implementation, and evaluation as it relates to mental illness.	5
2. Practice therapeutic nursing interventions in a laboratory and clinical setting.	5
3. Apply problem-solving and critical thinking skills.	3
4. Apply a variety of interpersonal and communication skills as it relates to mental health.	4

NU160 Pharmacology for Practical Nurses <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Apply the nursing process in relation to administration and evaluation of the therapeutic use of drugs through case studies.	5
2. Apply problem-solving and critical thinking skills.	3

NU220 Adult Medical-Surgical Nursing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of medical-surgical conditions.	3
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to medical-surgical procedures.	5
3. Apply problem-solving and critical thinking skills.	3
4. Apply a variety of interpersonal and communication skills.	4

NU240 Pediatric Nursing Concepts & Skills <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Utilize the nursing process in the assessment, planning, implementation, and evaluation as it relates to pediatric care.	1
2. Practice therapeutic pediatric nursing interventions in a laboratory and clinical setting.	5
3. Apply problem-solving and critical thinking skills.	3
4. Apply a variety of interpersonal and communication skills used in pediatric care.	3

NU280 Nursing Trends <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Apply problem-solving and critical thinking skills to current trends and issues in nursing.	3
2. Enhance communication and interpersonal skills will be allotted.	4

NU230 Maternal/Newborn Concepts & Skills <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Utilize the nursing process in the assessment, planning, implementatin, and evaluation of maternal and newborn care.	1
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to maternal and newborn care.	1
3. Apply problem-solving and critical thinking skills.	3
4. Apply a variety of interpersonal and communication akills.	4

NU292 Practical Nursing Clinical <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Meet local and national standards for practical nurses in performing nursing care.	1
2. Display professionalism in performing duties of the LPNM.	2
3. Be eligible and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.	2
4. Apply the clinical problem-solving process (Nursing Process) and critical thinking skills within the scope of an LPN.	3
5. Apply a variety of interpersonal and communication skills used in the health care setting.	4

ACCOUNTING/A.S.											
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➡	AC100	AC101	AC102	AC103	AC110	AC150	AC210	AC232/33	AC225	AC250	AC240
Student Learning Outcomes – Program Upon completion of this program, students will be able to:											
1. Apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.	IR	IRE	IRE	IRE	IRE		IRE	RE	IRE		IRE
2. Develop dispositions and values suitable to the practice of accounting in the real world.	I	I	I	I	I	IRE	I	IR	R	IR	IRE
3. Demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.		I	I	I	IR			IRE			

AC100 Fundamentals of Bookkeeping and Accounting <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Apply accounting procedures to properly record financial information about a business.	1,3
2. Apply generally accepted accounting theory and principles to perform all the steps of the accounting cycle for a service and retail type business.	1,2,3
3. Perform internal control procedures to protect and properly manage cash and other business assets.	2
4. Perform accounting procedures to journalize and post business transactions using special journals for a merchandise business.	1,3

AC101 Accounting Principles I <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Interpret and apply accounting principles and concepts to record and report business financial data for effective management decision making.	15
2. Demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandise business.	15
3. Perform manual and computerized accounting tasks that use subsidiary ledgers and special journals.	5
4. Perform bank reconciliations for business records and maintain petty cash systems.	14
5. Demonstrate the ability to calculate inventory data using various types of inventory costing methods.	5

AC102 Accounting Principles II <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Analyze and record journal entries for corporations dealing with	15

AC210 Introduction to Financial Management <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Interpret and apply financial ratios to financial statements to evaluate future prospects of the business.	6
2. Define markets and determine the market interest rate using various universal tools.	6
3. Compare risk with the rate of return in a single investment and a portfolio investment.	8
4. Perform valuations of stocks and bonds.	5
5. Calculate present value and future value of a cash flow problem.	5
6. Explain the concept of working capital and its components in order to manage cash conversion cycles.	8
AC225 Hospitality Industry Accounting <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop mastery-level skills in the fundamentals of financial accounting for the global hospitality industry.	15
2. Obtain the American Hotel & Motel Association certificate upon completion of all course requirements and successfully passing the national certification examination.	15
3. Perform analysis and interpretation of financial statements of the hospitality industry.	15
4. Discuss computerized accounting systems prevalent in hospitality businesses that use special journals and subsidiary ledgers.	8

AC250 Federal Income Tax II <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Discuss formation and operation of corporations related to corporate	9

stockholder's equity of a corporation.	
2. Apply financial statement analysis to assess the solvency and profitability of a business.	14
3. Analyze accounting issues related to bonds and perform the calculations to compute the present value of bonds payable.	6
4. Process payroll transactions and registers with related employee and employer taxes.	6
5. Demonstrate proficiency to prepare corporation financial statements including the statement of cash flow.	15

taxation.	
2. Discuss corporate taxation regulations related to corporate distributions to shareholders.	8
3. Discuss taxation issues for stock redemptions treated as a sale or exchange or as a dividend.	8
4. Determine the tax treatment of the liquidating corporation including the recognition of gain or loss.	14
5. Identify the characteristics of the seven types of reorganization of a corporation.	15
6. Explore the nature of the accumulated earnings tax penalty imposed on a corporation that fails to distribute its earnings.	13

AC103 Accounting Principles III <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform accounting tasks essential for financial management of a manufacturing business using both job order and process costing accounting systems.	15
2. Analyze the cost behavior of all expenses of a manufacturing business for internal decision making by management.	14
3. Explore the process of preparing budgets for a manufacturing business.	13
4. Calculate various standard deviations performed from the standard budget of a manufacturing business.	5
5. Determine the selling price of manufacturing products using the total cost, product cost, and variable cost concepts.	14
AC110 Payroll Accounting <i>Upon completion of this course, students will be able to:</i>	Related to Program Level

AC240 Certified Bookkeeper Review <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop mastery-level skills in selected areas of accounting: Payroll, Depreciation, Adjusting Entries, Error Corrections, Inventory, Internal Control and Fraud Prevention, to prepare for passing the AIPB national certification exam.	15
2. Obtain their CB certificate upon full completion of all AIPB requirements.	12
3. Discuss the universal Code of Ethics for bookkeepers and sign a code of ethics declaration.	8
AC233 Accounting on the Computer using Quickbooks <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate computer-based skills using a current software version of QuickBooks to perform necessary	5

	SLO#
1. Develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.	15
2. Calculate wages, employees earning records, and a payroll register applying all payroll laws that are applicable and current.	5
3. Perform all aspects of payroll operations, including payroll tax returns.	15
4. Process a four-month payroll period for a business using two methods: manual and computerized.	15
AC150 Federal Income Tax I <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Discuss what the federal income tax is and distinguish it from other types of federal taxes.	8
2. Distinguish between the regular income tax and the alternative minimum tax.	16
3. Discuss how Congress derived its authority to impose the federal income tax.	8
4. List the objectives of the federal income tax laws.	13

procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.	
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using QuickBooks.	15
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.	14
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by QuickBooks.	8
AC232 Accounting on the Computer Using Peachtree <i>Upon completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.	5
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.	15
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.	14
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by Peachtree.	8

AUTOMOTIVE SERVICE TECHNOLOGY/CERTIFICATE & A.S.

I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	AST210	AST220	AST230	AST240	AST250	AST260	AST270	AST280
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:								
1. Identify the purposes and proper functioning of the core components of an automobile.	E							E
2. Perform a cylinder compression craking test.	E							E
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.		R	R	R	R	R	R	R
4. Diagnose and repair automatic and manual transmission faults.		E	E					
5. Determine cause of failure in the Heating Ventilation and Air Conditioning (HVAC) System and perform required repairs.							E	

Name of Program Automotive Service Technology Certificate AND Associate I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	AST100	AST110	AST120	AST130	AST140	AST150	AST160	AST170	AST180A	AST180B
Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:										
6. Use of acquired skills in effective communication, and quantitative analysis with proper application of technology.	I	R	R	R	R	R	R	R	R	R
7. Ability to access, assimilate and use information ethically and legally.	I	R	R	R	R	R	R	R	R	R
8. Mastery of critical thinking and problem-solving techniques.	I	R	R	R	R	R	R	R	R	R
9. Collaborative skills that develop professionalism, integrity, respect, and fairness.	I	R	R	R	R	R	R	R	R	R
10. Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.	I	R	R	R	R	R	R	R	R	R

Name of Program Automotive Service Technology Certificate AND Associate I = Introduced R = Reinforced E =E mphasized List course alpha and no. ➞	AST210	AST220	AST230	AST240	AST250	AST260	AST270	AST280		
Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:										
11. Use of acquired skills in effective communication, and quantitative analysis with proper application of technology.	E	E	E	E	E	E	E	E	E	E
12. Ability to access, assimilate and use information ethically and legally.	E	E	E	E	E	E	E	E	E	E
13. Mastery of critical thinking and problem-solving techniques.	E	E	E	E	E	E	E	E	E	E
14. Collaborative skills that develop professionalism, integrity, respect, and fairness.	E	E	E	E	E	E	E	E	E	E
15. Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.	E	E	E	E	E	E	E	E	E	E

AST100 Intro to Automotive Service <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate shop safety concepts and practices.	1,2,3,4,5
2. Depict good customer relations	1,2,3,4,5
3. Identify basic hand tools and shop equipment and demonstrate proper use.	1,2,3
4. Explain the basic functions and perform elemental service procedures on the engine, electrical, and ignition systems.	1,2,3
5. Perform basic automotive measurements and compare results to specifications.	1,2,3

AST110 Engine Repair <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain the basic functioning of the engine mechanical system.	1,2
2. Identify and interpret engine mechanical concerns and determine necessary action.	2
3. Perform basic service and repair procedures on an engine.	2
4. Inspect cylinder head, water and oil passage condition, and identify wear patterns, determine necessary action.	2

AST120 Automatic Transmission and Transaxle <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Diagnose general transmission and transaxle faults.	3,4
2. Perform maintenance and adjustment procedures on transmission and transaxle.	3
3. Explain in-vehicle transmission repair procedures	3
4. Demonstrate basic off-vehicle transmission repair procedures.	3

AST130 Manual Drive Train & Axles <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Diagnose general drive train faults	4
2. Diagnose clutch related problems and perform needed repairs.	4
3. Explain elemental manual transmission/transaxle, and differential repair procedures.	4
4. Depict how to diagnose and repair four-wheel drive and all-wheel drive systems.	4

AST120 Automatic Transmission and Transaxle <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Diagnose general transmission and transaxle faults.	3,4
2. Perform maintenance and adjustment procedures on transmission and transaxle.	3
3. Explain in-vehicle transmission repair procedures.	3

AST130 Manual Drive Train & Axles <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Diagnose general drive train faults.	4
2. Diagnose clutch related problems and perform needed repairs.	4
3. Explain elemental manual transmission/transaxle, and differential	4

4. Demonstrate basic off-vehicle transmission repair procedures.	3
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AST140 Suspension and Steering <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify and interpret short and long arm and strut suspension faults and determine necessary action.	1
2. Perform preventive maintenance procedures on power steering system.	1
3. Diagnose tire related concerns and determine necessary action.	1
4. Service and adjust parallelogram, and rack and pinion steering systems.	1
AST160 Electrical/Electronics Systems <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform general electrical system diagnosis.	1,3
2. Service battery and starting system.	1,3
3. Diagnose and repair lighting system.	1,3
4. Determine cause of inoperative electronic gauges and accessories, determine required action.	1,3

AST180A Engine Performance I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform general engine diagnosis.	1,2
2. Diagnose and repair computerized	1,3

repair procedures.	
4. Depict how to diagnose and repair four-wheel drive and all-wheel drive systems.	4

AST150 Brakes <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify general brake-related concerns and recommend actions to be taken.	1
2. Diagnose hydraulic related faults in a vehicle's brake system.	1
3. Inspect the mechanical components of a vehicle's brake system and determine necessary action.	1
4. Ascertain the cause(s) of abnormal brake system noises, poor performance, and excessive wheel shimmy and vibration.	1
AST170 Heating & Airconditioning <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Conduct performance check on A/C system and determine concern.	5
2. Recover and recycle refrigerant and charge A/C system.	5
3. Perform diagnostics on heating, ventilation, and engine cooling system and perform needed repairs.	5
4. Diagnose and repair A/C and heating related controls.	5

AST180b Engine Performance II (Fuels & Emissions Systems) <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform intermediate level engine diagnostics.	1,2,3
2. Diagnose and repair faults in the fuel,	1,3

engine controls.	
3. Ascertain fault causes in ignition system and perform needed repairs.	1,3
4. Determine cause of improper electronic gauges and accessories, determine required action.	1,3

air induction, and exhaust system.	
3. Determine fault causes in the emission control system and perform needed repairs.	1,3
4. Diagnose and repair A/C and heating related controls.	5

AST210 Theory/Practicum: Engine Repair <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Remove and reinstall engine assembly with minimal supervision.	1
2. Repair problems related to the cylinder head and valve train.	1
3. Diagnose and repair cylinder block related faults.	1
4. Service cooling and lubrication system.	1

AST220 Theory/Practicum: Automotive Transmission and Transaxle <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform general transmission and transaxle diagnostics with minimal supervision.	4
2. Demonstrate advance in-vehicle transmission and transaxle service and repairs.	4
3. Remove, disassemble, repair, and reinstall transmission and transaxle.	4

AST250 Theory/Practicum: Brakes <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Diagnose general brake system malfunctions.	1
2. Repair the hydraulic system.	1
3. Ascertain and remedy drum brake system failures.	1
4. Diagnose and repair disc brake system failures.	1
5. Diagnose and repair antilock brake and traction control systems.	1

AST260 Theory/Practicum: Electrical/Electronic Systems <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform advance body electrical system diagnostics.	3
2. Test and service battery.	3
3. Diagnose and repair faults in the charging and starting system.	3

AST270 Theory/Practicum: Heating and Air Conditioning <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform advance diagnostic on air conditioning and heating systems.	5
2. Replace air conditioning and heating system components with minimal	5

AST280 Theory/Practicum: Engine Performance <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform advance engine performance diagnostics.	2
2. Locate faults in the computerized control system with minimal	2

supervision.	
3. Diagnose and repair operating and control system.	5

supervision.	
3. Diagnose and repair ignition, fuel, air induction, and exhaust related problems with minimal supervision.	2

COMPUTER NETWORKING/A.S.

**I = Introduced R =
Reinforced
E = Emphasized**

List course alpha and no.



EE103

EE104

EE112

EE116

EE211

EE215

EE241

EE243

EE265

EE266

EE267

EE268

Student Learning Outcomes – Program Level

Upon successful completion of this program, students will be able to:

1. Be trained and certified in computer repair.

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2. Install and configure Computer Network Systems.

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3. Be trained and certified in Networking.

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EE103 Electricity I: Direct Current Circuits <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe how to measure voltage, current and resistance on electrical circuits.	3
2. Identify different types of conducting materials and electrical properties.	1
3. Describe and apply ohm's law formulas in solving electronic and electrical problems.	3
4. Use electronic and electrical hand tools properly.	1
5. Perform laboratory experiments in direct current circuits.	1

EE104 Electricity II Alternating Current Circuits <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify and describe safety rules as applied to electricity and electronics..	3
2. Describe how to use laboratory oscilloscope to measure voltage, frequency, and period (time).	3
3. Illustrate and explain different transformers turn's ratio, voltage ratio, and current ratio.	1
4. Describe resonance and its effects in electronic communication circuits.	3
5. Perform laboratory experiments in alternative current circuits.	1

EE112 Electronic Devices <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Design a power supply circuit.	1
2. Identify each part of a power supply system.	1
3. Calculate the voltage gain for a transistor amplifier circuit.	1

EE116 Digital Technology <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Design a simple counter circuit	1
2. Simplify logic circuits using k-map	1, 2
3. Identify different types of logic circuits.	1

EE211 IT Essentials I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform a step by step assembly of a desktop computer tower.	1
2. Explain, install, and navigate an operating system; upgrade component base on customer needs and perform preventive maintenance and troubleshooting.	1

EE215 IT Essentials II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Install the Linux network operating systems	2 3,
2. Identify various Network application protocol	2, 3

3. Upgrade security components based on customer needs and perform preventive maintenance and troubleshooting.	1
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3. Differentiate between the Linux and Windows 2000 network operating systems	2, 3
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EE241 Category 5 Wire & Test Certification <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Define the TIA/EIA standards.	2, 3
2. Do hands on training to install wire cable on cable tray.	1, 2, 3
3. Terminate cable onto jack and patch panels.	2, 3
4. Test and certify cable installation as per TIA/EIA standards.	2, 3

EE243 Fiber Optics Installation <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Install, terminate, and splice fiber optic cable.	2, 3
2. Troubleshoot and repair fiber optic cable.	1, 2, 3
3. Use test equipments for troubleshooting (light source, power meter, optical time domain, reflectometer, & visible light source).	2, 3

EE265 Computer Networking Academy I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Recognize the devices and services that are used to support communications across an Internetwork	2, 3
2. Design, calculate, and apply subnet masks and addresses to fulfill given requirements.	2, 3

EE266 Computer Networking II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.	2, 3
2. Describe the Open Systems Interconnect (OSI) model and the process of encapsulation.	2

EE267 Computer Networking III <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Configure a switch with VLANs and inter-switch communication.	2, 3
2. Implement access lists to permit or deny specified traffic.	2, 3
3. Configure routing protocols on Cisco devices.	2, 3

EE268 Computer Networking IV <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Design a simple Internetwork using Cisco technology.	2, 3
2. Design an IP addressing scheme to meet LAN requirements.	2, 3
3. Install and configure a prototype Internetwork.	2, 3

COMPUTER SCIENCE/CERTIFICATE & A.S.													
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➡	CS101	CS102	CS110	CS203	CS205	CS252	CS103	CS104	CS202	CS204	CS151	CS298	
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. demonstrate a solid foundation in the core areas of computer science, and knowledge of advance topics studied in appropriate elective courses.	I	IR	IR	RE	IR	RE	IR	IR	IR	IR	I	RE	
2. Apply the knowledge and skills gained from the courses to make an evaluation of which os possible options best meets the needs of a problem.	I	IR	IR	RE	IR	RE	IR	IR	IR	IR	IE	RE	
3. Deisgn and implement a computer-based solutiopn of a problem by writing code using an appropriae probramming language.	I	IR	IR	RE	IR	RE	IR	IR	IR	IR			

CS101 Intro to Computer Systems & Info Tech <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge of computer hardware and software concepts.	1
2. Apply computer skills to navigate around a computerk choose the proper application software to produce a desired result and access informatiomn on the World Wide Web.	1,2
3. Sate the social and ethical implications of computers in business and society.	1,2

CS110 Introduction to Internet <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Use the Internet to communicate, collaborate and retrieve information.	1
2. Identify positive social and ethical behaviors when using technology and the consequences of misuse.	1
3. Plan, design and publish a Web site.	1,2

CS102 Computer Operations <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Contrast single user and multi-user operating systems.	1,2
2. Use system utilities at the basic level on AS/400.	1,2
3. Create a simple menu system using Command Language (CL) program and Screen Design Aid (SDA).	1,2,3

CS252 Advanced RPG II <i>Successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Comprehend basic syntax and command structure.	1
2. Properly use commands to create programs to solve problems.	2,3
3. Debug programs to find syntax and logical errors.	2,3
4. Integrate the previously covered material into a larger complex system (using RPG, CL, SEU, SDA, IDDU, etc).	2,3

CS103 RPG II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Comprehend basic syntax and command structure.	1

CS203 Systems Analysis & Design <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level
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2. Properly use commands to create programs to solve problems.	2,3
3. Debug programs to find syntax and logical errors.	2,3

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CS104 Visual Basic Programming <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Comprehend basic syntax and command structure.	1

2. Properly use commands to create programs to solve problems.	2,3
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3. Debug program to find syntax and logical errors.	2,3
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CS202 COBOL <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
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1. Comprehend basic syntax and command structure.	1
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2. Properly use commands to create programs to solve problems.	2,3
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3. Debug programs to find syntax and logical errors.	2,3
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	SLO#
1. Investigate the initial system request.	1
2. Analyze various aspects of the system request, and produce system requirement documents.	1
3. Design the solution to meet the system requirement documents (virtual solution).	2
4. Develop program code to meet the system requirement (actual solution).	2,3
5. Implement the actual solution into the system and fine tune it to best meet the needs of the users.	2,3

CS205 Network Communications <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
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1. Identify the hardware and software components of a local area network.	1
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2. Describe various LAN topologies and communication standards.	1
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3. Identify and perform LAN backup procedures.	2
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CS151 Windows Applications <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
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1. Create, edit, format and print	2
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CS204 C Programming <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Comprehend basic syntax and command structure.	1
2. Properly use commands to create programs to solve problems.	2,3
3. Debug programs to find syntax and logical errors.	2,3

documents using Microsoft Word.	
2. Create spreadsheets and charts to solve problems that involve numeric data using Microsoft Excel.	2
3. Create database to store, retrieve, analyze and print informatin using Microsoft Access.	2
4. Crate, edit, and format professional presentations using Microsoft PowerPoint.	2

CS298 Co-Op/Work Learn <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Obtain supervised work experience to develop skills necessary to succeed in information technology positions.	1
2. Demomstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.	2
3. Apply principles of personal responsibility and ethical behavior to the commnity and in the workplace.	2

CRIMINAL JUSTICE/A.S.													
<p>Yellow = Administration of Criminal Justice, Blue = Law Enforcement Administration, and Green = both</p> <p>I = Introduced R = Reinforced E = Emphasized</p> <p>List course alpha and no. ➞</p>	CJ100	CJ150	CJ200	CJ206	CJ101	CJ107	CJ204	CJ209	CJ205	CJ225	CJ250		
<p>Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:</p>													
1. Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.	I	IRE	R	R	I	I	R	R	R	R	R		
2. Describe the process of the criminal justice system and the duties and responsibilities of the criminal justice professional.	I	IRE	RE	R	I	I	IR	RE	RE	RE	RE		
3. Demonstrate the ability to understand the interrelations, ethics and role expectations of the criminal justice professional in society.	I	I	R	RE	I	I	RE	RE	R	R	RE		

CJ100 Introduction to Criminal Justice <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the history and development of the Criminal Justice System.	
2. Identify the role of the Criminal Justice System in contemporary society.	3
3. Describe the functions of law enforcement, courts and corrections.	2
4. Describe the functions of probation, parole and the Juvenile Justice System.	2

CJ150 Criminal Procedure <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the history and development of the U.S. Court System, court cases and sources of rights.	1
2. Identify the procedural Criminal Law process.	2
3. Define how the courts intercept cases and the concept of stare decisis.	3
4. Apply Title 8 Guam Code Annotated, Criminal Procedure Code, to hypothetical situations.	2

CJ200 Criminal Law <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the history and development of Criminal Law and the U.S. Court System.	2
2. Identify the substantive Criminal Law process.	2
3. Define the elements of a crime and probable cause.	1
4. Apply Title 9, the Criminal Code and 16, Vehicle Code 3, Guam Code Annotated, to hypothetical situations.	2

CJ206 Social Values & the Criminal Justice Process <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain and analyze community-based philosophy of policing.	3
2. Demonstrate understanding of the role of police and professionalism.	3
3. Identify the various ethical issues of policing.	3
4. Identify how political, social, and economic issues relate to law enforcement.	3

CJ101 Juvenile Justice Process <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the history and development of the Juvenile Justice System.	2
2. Identify the role of the Juvenile Justice System in contemporary	2

CJ107 Introduction to Corrections <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain and analyze the correctional process, the correctional system, and the role of corrections in contemporary society.	1
2. Evaluate the history and evolution of the correctional	2

society.	
3. Define the concept of "parens patriae" and how the courts interpret its meaning.	2
4. Apply Title 19 Guam Code Annotated, Chapter 5, The Family Court Act to hypothetical situations.	2

process.	
3. Identify the various correctional systems.	
4. Examine the administration and trends in corrections.	3

CJ204 Introduction to Criminology <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain and analyze crime, criminology, and the criminal justice system.	1
2. Evaluate the history and evolution of criminology.	1
3. Identify the various theories of crime causation.	1,3
4. Identify the various crime typologies.	1

CJ209 Concept of Police Operations <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain and evaluate the structure, organization, and management of police or other law enforcement agency.	2,3
2. Explain and analyze the various types of police operations and the methods and strategies used to implement policies and other executive decisions.	2
3. Demonstrate understanding of the interrelations, role, conflict and trends of police and law enforcement in modern society.	3

CJ205 Police Report Writing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify the substantive Criminal Law process.	1
2. Define the elements of a crime and determine if probable cause exists to charge a defendant with a criminal act.	1
3. Demonstrate understanding of the various law enforcement forms and how to apply it to hypothetical situations.	2
4. Apply Title 9, the Criminal Code and 16, Vehicle Code, Guam Code Annotated, to hypothetical situations.	3

CJ225 Criminal Investigation <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Apply the various methods used in investigating criminal cases to hypothetical situations.	1
2. Explain and evaluate the investigation, processing, and preservation of a crime scene.	1
3. Identify and analyze the various methods used to obtain information.	1

CJ250 Police Organizational Theory <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Apply the various management theories and styles.	3
2. Explain and evaluate the structure and organization of police and other law enforcement agencies.	3
3. Identify and analyze the concepts of leadership, decision making, accountability, responsibility, and liability.	3

CULINARY ARTS/A.S.													
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	HS237	HS238	HS244	HS245	HS246	HS247	HS248	HS249	HS293				
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Demonstrate knowledge in culinary terms, methods, and applications.	I	R	R	I	RE	R	R	RE	RE				
2. Interpret the fundamentals of food services as they apply to the work of a culinary practitioner.	I	R	R	I	RE	R	R	RE	RE				
3. Demonstrate positive work ethic as required of students in the culinary arts field.	I	R	R	I	RE	R	R	RE	RE				

HS237 Principles of European Cuisine <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate positive work ethics required to use practical recipes in the preparation of European Cuisine in the traditional ways.	1
2. Perform skills and takes associated with the culinary field of European cuisine through skill development and the details of preparation associated with the demands that Escoffier has established in a professional kitchen.	2
3. Interpret the fundamentals of Escoffier to prepare and adapt new ideas of food service, as emphasis will be placed on classical cuisine, and presentation of the different varieties foods from the regions of Europe and the Mediterranean.	3

HS238 Garde Manger – The Art & Craft of the Cold Kitchen <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate positive work ethics using practical recipes in garde manger for the production of cold food preparatins, salads, dressings, appetizers and hors d' oeuvres for impressive plate presentations that incorporate techniques that utilize the tools that are needed in garde manger.	1
2. Perform skills ad tasks associated in garde manger through skill development and applicatin of techniques under pressures associated with the demands in a professional garde manger kitchen.	2
3. Interpret the fundamentals of garde manger; emphasis will be placed on the preparation and presentatin of the different varieties of cold food preparations, salads, dressings, appetizers and hors d' oeuvres, and applicatin of the importance of Mise en place and culinary terms used in Garde Manger.	3

HS244 Baking – Fundamentals of Breads & Baking <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge of the 12 steps in the baking process from scaling, mixing, bulk fermentatin, folding, dividing, pre-shaping, bgench resting, shaping, final fermentatin, scoring, baking and cooling.	1
2. Discuss the importance of starters, structure, builders, tenderizers, moisteners, and driers used in bread making.	2
3. Demonstrate the productin of flat breads, yeast breads & straight dough's, yeasted pre-ferments, levain breads, sourdough breads, braiding techniques and decorative breads using various methods.	3

HS245 Food Production Principles <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Discuss the different types of jobs related to the culinary industry.	1
2. Demonstrate the proper use of various kitchen equipment, chemicals and cooking techniques in a professional and safe manor.	2
3. Understanding the importance of keeping the kitchen clean, proper chemical use and proper ooking techniques.	3

HS246 Buffet Service/Catering <i>Upon successful completion of this course,</i>	Related to Program
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HS247 International Cuisine <i>Upon successful completion of this course,</i>	Related to Program
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<i>students will be able to:</i>	Level SLO#
1. Write a theme buffet menu, cost the menu, prepare the menu, serve the menu, clean up after the menu and submit an event closing report.	1
2. Evaluate problems that can arise in the kitchen and make appropriate decisions on how to resolve such problems.	2
3. Lead a team of cooks through production and service professionally and in a timely manner.	3

<i>students will be able to:</i>	Level SLO#
1. Discuss THE cultural importance and the ingredients used in the countries studied.	1
2. Demonstrate the cooking techniques used in Asian cuisines and understand why they are used.	2
3. Demonstrate understanding of the importance of the foods used and eaten in Asian cultures.	3

HS248 Patisserie Fundamentals of Patisserie <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate positive work ethics using practical recipes in the pastry kitchen Patisserie for the production of cakes, puff pastries, creams, and souffles, for impressive plate presentations that incorporate techniques that utilize the tools needed to produce pastries.	1
2. Perform skills and tasks associated with the culinary field of patisserie through skills development and application of techniques under pressures associated with the demands in a professional pastry production kitchen.	2
3. Interpret the fundamentals of Patisserie food service, as emphasis will be placed on the preparation and presentation of the different varieties of pastries.	3
4. Demonstrate knowledge in methods of basic chocolate work, decorating cakes, individual pastries, and plated desserts with emphasis on the importance of Mise en place and culinary terms used in Patisserie.	4
HS293 Culinary Practicum	Related to

HS249 Advanced Food Preparation <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate positive work ethics using practical recipes in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations.	1
2. Perform skills and tasks associated with Advanced Food Preparation through skill development and application of techniques under pressures associated with the demands in a professional kitchen after completion of this course.	2
3. Interpret the fundamentals of Advanced Food preparation; emphasis will be placed on the preparation and presentation through mise en place, fabrication, grilling broiling, roasting, baking, saute, pan frying, deep frying, steaming, submersion cooking, braising, and stewing, remaining true to the principles that govern classical and contemporary cooking concepts in the world of culinary arts.	3

<i>Upon successful completion of this course, students will be able to:</i>	Program Level SLO#
1. Demonstrate positive work ethics in a enthusiastic manner through team work in a professional kitchen, and to work at constant speed at tasks as time permits.	1
2. Perform skills and tasks without continuous supervision established through skill development and application of techniques under pressures associated with the demands in a professional kitchen.	2
3. Interpret the duties as assigned by the supervisor in charge relevant to the competency requirements adhering to all safety regulations. (Emphasis will be placed on the preparation and maintenance of a clean and neat work area at the end of the work schedule in a professional kitchen.)	3

EARLY CHILDHOOD EDUCATION/CERTIFICATE & A.S.

I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	CD110	CD140	CD180	CD221	CD240	CD260	CD280	ED231	ED281	CD292			
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Demonstrate the knowledge and skills needed to design an environment that is conducive to learning for infants, toddlers and young children.	I	R	I	I	IR	R	R	R	R	E			
2. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with young children (ages birth through eight years).	I	I	I		R		R	R	R	E			
3. Demonstrate appropriate disposition and skills needed to effectively work with young children and families who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than English.		I	I	I		R	R	E	E	E			

CD110 ECE Orientation <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate basic knowledge of all developmental domains related to childhood.	2
2. List entry-level requirements and employment skills for various careers within the early childhood education field.	2
3. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.	1

CD140 Environments for Young Children <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate skills needed to design a safe environment for young children.	1
2. Demonstrate strategies for the promotion of good health practices in the early childhood environment.	2

CD180 Language Arts in Early Childhood <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge in the language developmental domains as it relates to young children.	2
2. Plan and implement activities for young children which develop and enhance language skills, and promote literacy.	1

CD221 Child Growth & Development <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the social, physical and cognitive development of infants and toddlers.	1
2. Describe the social, physical and cognitive development of preschoolers.	2

CD240 Cognitive & Creative Development <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.	2
2. Demonstrate the ability to plan and execute activities that stimulate cognitive development in the young children.	2

CD260 Social & Emotional Development <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge in the domains of social and emotional development in young children.	2
2. Demonstrate skills in child management techniques that foster self-concept, positive self-esteem, and social behaviors.	2
3. Apply skills in using positive guidance in an early childhood	2

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CD280 Program Development & the Family Partnership <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Discuss developmentally appropriate practices that meet the needs of young children, and their families.	3
2. Demonstrate appropriate attitude and skills in working with parents and families.	3
3. Demonstrate knowledge of different early childhood programs.	2
ED281Bilingual/Bicultural Education <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate ways of creating a multicultural environment.	1
2. Demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom.	3
3. Demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.	3

setting.	
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ED231 Intro to Exceptional Children <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe ways to modify curriculum and provide accommodations for students with disabilities.	1
2. Demonstrate an understanding and respect for the family with a special needs child as well as develop strategies to empower families.	3
3. Demonstrate an understanding of the process of referral, screening, assessment, Individual Family Service Plan and Individual Education Plan development including the major team members.	2
CD292 ECE Practicum <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate appropriate worksite behavior.	1
2. Develop and implement an integrated lesson and/or learning centers that incorporate all developmental areas of early childhood.	2

EDUCATION/CERTIFICATE & A.S.													
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	ED100	ED150	ED180	ED200	ED220	ED231	ED281	ED292					
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Demonstrate professionalism and ethical conduct within the educational field.	I	IR	I		I	R		E					
2. Demonstrate appropriate disposition and skills needed to effectively work with students who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than English.	E	R	IR			RE	E	E					
3. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.	IRE	R	IR	IR		RE	E	E					

ED100 Behavior Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge and skills in the area of behavior management.	3
2. Demonstrate teaching strategies to promote and encourage positive classroom behaviors.	3
3. Develop various modification plans given different scenarios.	2,3

ED150 Introduction to Teaching <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify general characteristics of the educational profession.	1
2. Develop a philosophy of education that includes personal choices and plans for a future as an educator.	1
3. Explain the basic theories of the foundations of education.	

ED180 Educational Methods <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Plan and implement lesson plans that incorporate different methodologies and strategies.	3
2. Plan and implement games and educational activities.	3
3. Prepare instructional material needed to implement lessons in a classroom setting.	3

ED200 Instructional Technology <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate proficiency in basic and advanced technology tools used in regular classroom settings such as copy machines, computers, laminating machines, and cameras.	3
2. Create poster, Word documents, grade spreadsheets, and electronic presentations given Microsoft Software tools such as Publisher, Word, Excel and Power Point.	3

ED220 Human Growth & Development <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate an understanding of historical and current educational practices as it relates to human growth and development.	3
2. Demonstrate an understanding of how society, culture, and family impact and individual at each stage of their development and growth.	2
3. Explain various theories as it relates to human growth and development.	

ED231 Intro to Exceptional Children <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain ways to modify curriculum and provide accommodations for students with disabilities.	3
2. Demonstrate an understanding and respect for the special needs family as well as develop strategies to empower families.	3
3. Demonstrate an understanding of the process of referral, screening,	2

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assessment, Individual Family Service Plan and Individual Education Plan development including the major team members.	
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ED281 Bilingual/Bicultural Education <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop an appreciation for human diversity and differences and ways of creating an anti-bias environment.	1
2. Demonstrate an understanding of working with parents and families to incorporate multicultural attitudes in the classroom.	3
3. Demonstrate the ability to use multicultural learning materials and techniques with young children.	3

ED292 Education Practicum <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate professionalism and ethical conduct within the educational field.	1
2. Demonstrate appropriate disposition and skills needed to effectively work with students who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than English.	2
3. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.	3

FOOD & BEVERAGE MANAGEMENT/A.S.													
I = Introduced R = Reinforced E = Emphasized List course alpha and no.	HS150	HS155	HS160	HS203a	HS203b	HS206	HS208	HS222	HS245	HS294a,b	HS140		
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Demonstrate competency in the skills needed to work as a professional in the Food & Beverage industry.	I	IRE	IRE	IRE	IRE	IRE	IRE	IRE	IRE	R	I		
2. Demonstrate preparedness to successfully pass one of several local and/or nationally recognized Food & Beverage Certification Exams.	I	IRE	IRE	IRE	IRE	IRE	IRE	IRE	IRE	R	I		
3. Apply an appropriate work ethic and professional demeanor as it relates to the Food & Beverage industry.	IRE	IRE	IR	IR	IRE	RE	R	IRE		R			

Name of Program Food & Beverage Management Associate of Science I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	HS150	HS155	HS160	HS203a	HS203b	HS206	HS208	HS222	HS245	HS294a,b	HS140		
Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:													
1. Use of acquired skills in effective communication, and quantitative analysis with proper application of technology.	I		I			R			E	RE	I		
2. Ability to access, assimilate and use information ethically and legally.	I	I		IR	IR	IR	IR	E	E	RE	I		
3. Mastery of critical thinking and problem-solving techniques.	I			IR	IR	IR	IRE	IRE	IRE	RE	IR		
4. Collaborative skills that develop professionalism, integrity, respect, and fairness.	I	I		IR	IR	IR	RE	RE	RE	RE	IR		
5. Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.	I					I		R		RE			

HS150 Welcome to Hospitality <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe all facets and segments of tourism and hospitality industry.	1
2. Identify career opportunities in the tourism and hospitality industry.	1
3. Explain how tourism and hospitality segments work together to achieve objectives and goals.	1
3. Explain how tourism and hospitality segments work together to achieve objectives and goals.	1
HS150 Welcome to Hospitality <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Industry characteristics of a successful supervisor, and describe the general functions of a supervisor.	1 & 2
2. Identify and describe methods used to ensure high quality and productivity.	1
3. Describe workplace safety and health programs, including their benefits and the supervisor's role in them.	1
4. Explain how supervisors can initiate conflict resolution, respond to a conflict, and mediate conflict resolution.	1, 2, 3

HS203b Food Safety & Sanitation HACCP <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify the benefits of a food safety	2

HS155 Basic Hotel & Restaurant Accounting <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Define and describe bookkeeping and double entry accounting and identify common bookkeeping accounting tools.	1 & 2
2. Describe the income statement, identify the accounts used to prepare an income statement, define the revenue classification, and explain when a sale is recognized.	1
1. Describe the income statement, identify the accounts used to prepare an income statement, define the revenue classification, and explain when a sale is recognized.	1
3. Describe the income statements and accounting procedures for full service and fast food restaurants in accordance with the Uniform system of Accounts for the Lodging Industry.	1
HS203a Food Safety & Sanitation ServSafe <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify food that is most likely to become unsafe, known as TCS foods.	1
2. Identify the factors that affect the growth of food borne bacteria in TCS foods.	2
3. Demonstrate proper hygienic procedures or processes that foodservice employees use to prevent the spread of food borne illness and cross contamination of food.	2
4. Identify how active managerial control can impact food safety.	2

HS206 Principles of Mixology & Beverage Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe and evaluate the	1

risk management program.	
2. Explain why the temperature danger zone (TDZ) is important to food safety.	2
3. Identify the seven HACCP Principles and 10 Critical Control Points.	2

effectiveness of front office (1) procedures, (2) operations, (3) human resource management, and (4) management.	
2. Explain the history of popular beverages.	1
3. Demonstrate effective mixology techniques.	1

HS208 Food & Beverage Service <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe essential attitudes, knowledge and skills needed to become efficient and effective food and beverage employers, supervisors and managers.	1
2. Identify causes, assess potential solutions, and formulate a plan of action to address all negative moments of truth encountered by guests.	1
3. Develop an appropriate sequence of service for various food and beverage establishments.	1 & 3
4. Prepare a three day training program and outline training objectives for a fine dining restaurant.	1
5. Demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.	1
6. Evaluate if a food and beverage establishment's service procedure is properly implemented and managed.	1

HS222 Food & Beverage Cost Control <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe essential attitude, knowledge and skills needed to become efficient and effective food and beverage cost controller.	1 & 2
2. Develop food and beverage standards for various food and beverage establishments.	1, 2, & 3
3. Formulate effective revenue control systems.	1
4. Design effective labor cost control systems.	1
5. Calculate and compare actual food and beverage costs to the budgeted food and beverage costs, and suggest plan of actions to address any variances.	1
6. Evaluate if a food and beverage establishment's food and beverage cost control function, systems and procedures are properly implemented and managed.	1

HS145 Culinary Math <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Discuss the different types of jobs related to the culinary industry.	1
2. Demonstrate the proper use of various	1 & 3

HS294ab Food & Beverage Management Practicum <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate, their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.	1 & 2
2. Demonstrate knowledge of the	3

kitchen equipment, chemicals and cooking techniques in a professional and safe manor.	
3. Demonstrate the skills needed to keep a clean kitchen, use proper chemicals, and proper cooking techniques.	1 & 3

similarities and differences of the various segments of the F&B Industry.	
3. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.	3

HS140 Menu Planning <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate positive work ethics required of them in the field of Culinary Art.	1
2. Demonstrate knowledge in culinary terms, methods, and application.	1
3. Interpret the fundamentals of food service as it applies to the work of a Culinarian.	1

HOTEL OPERATIONS & MANAGEMENT/A.S.

I = Introduced R = Reinforced E = Emphasized List course alpha and no.	HS150	HS155	HS160	HS208	HS211	HS215	HS217	HS219	HS254	HS292a,b			
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Apply the fundamentals of the requirements or the Hotel Operations and Management program and demonstrate competency in their choice of occupation within the industry.	I	IRE	IRE	IRE	IRE	IRE	IRE	IRE	IRE	RE			
2. Demonstrate knowledge, skills and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.	I	IRE	IRE	IRE	IRE	IRE	IRE	IRE	IRE	RE			

Name of Program Hotel Operations and Management Associate of Science I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	HS150	HS155	HS160	HS208	HS211	HS215	HS217	HS219	HS254	HS292a,b			
Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:													
1. Use of acquired skills in effective communication, and quantitative analysis with proper application of technology.	I	R	E	E	E	E	E	E	E	RE			
2. Ability to access, assimilate and use information ethically and legally.	I	IR	IR	R	R	R	R	R	R	RE			
3. Mastery of critical thinking and problem-solving techniques.	I	RE	RE	IRE	IRE	IRE	IRE	IRE	IRE	E			
4. Collaborative skills that develop professionalism, integrity, respect, and fairness.	I	R	RE	RE	RE	RE	RE	RE	RE	E			
5. Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.	I	IR	IRE	IRE	IRE	IRE	IRE	IRE	IRE	RE			

HS150 Welcome to Hospitality <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe all facets and segments of tourism and hospitality industry.	1
2. Identify career opportunities in the tourism and hospitality industry.	1
3. Explain how tourism and hospitality segments work together to achieve objectives and goals.	1

HS155 Basic Hotel & Restaurant Accounting <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Define and describe bookkeeping and double entry accounting and identify common bookkeeping accounting tools.	1 & 2
2. Describe the income statement, identify the accounts used to prepare an income statement, define the revenue classification, and explain when a sale is recognized.	1
3. Describe the income statements and accounting procedures for full service and fast food restaurants in accordance with the Uniform system of Accounts for the Lodging Industry.	1 & 2
4. Discuss all budgeting and forecasting related competencies.	1 & 2

HS160 Hospitality Supervision <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify characteristics of a successful supervisor, and describe the general functions of a supervisor.	1 & 2
2. Identify and describe methods used to ensure high quality and productivity.	1&2
3. Describe workplace safety and health programs, including their benefits and the supervisor's role in them.	
4. Explain how supervisors can initiate conflict resolution, respond to a conflict, and mediate conflict resolution.	1 & 2
5. Propose feasible strategies to manage a hospitality department efficiently and effectively.	1 & 2

HS208 Food & Beverage Service <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe essential attitudes, knowledge and skills needed to become efficient and effective food and beverage employers, supervisors and managers.	1
2. Identify causes, assess potential solutions, and formulate a plan of action to address all negative moment of truth encountered by guests.	
3. Develop an appropriate sequence of service for various food and beverage establishments.	
4. Prepare a three day training program and outline training objectives for a fine dining restaurant.	
5. Demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and	

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beverage establishments.	
6. Evaluate if a food and beverage establishment's service procedure is properly implemented and managed.	

HS211 Front Office Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe and evaluate the effectiveness of various front offices.	1
2. Explain procedures, operations, and management of the front office to include human resource management.	

HS215 Housekeeping Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify, describe and evaluate elements needed for effective housekeeping operations and management.	1
2. Explain the systematic approach to managing housekeeping operations.	

HS217 Hotel Security Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain the key issues in developing and setting up a security program.	1
2. Discuss techniques that promote hotel safety and security.	

HS219 Training & Development in the Hospitality Industry <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify and describe required techniques and knowledge to manage hospitality industry human resource efficiently and effectively.	1 & 2
2. Design and evaluate various training programs.	

HS292a, b Hospitality Industry Management Practicum <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the relationships of the various departments in the hotel.	1 & 2
2. Have an understanding of hotel operations.	1 & 2
3. Have an understanding of the management of a hotel.	1 & 2

LIBERAL ARTS/A.S.													
I = Introduced R = Reinforced E = Emphasized List course alpha and no.	EN111	EN125	EN210	HI121	HI122	HL202	HU120	PI101	PS140	PY100	SI103	VC101	
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Draw relationships between continuity and change in explaining human behavior and society.					I	IR		IRE	R	IRE	IRE		
2. Analyze the progress of one's self in life and study the impact it has had in relation to living in a democratic and global society.				IR	IR		IR	R	E	E	I		
3. Examine the relationships between past, present and future events in society.				IRE	IRE		I		I		IE		
4. Transfer to a four-year institution.	R	R		I	I		I	IR		IR			

EN111 Freshman Composition <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Engage in primary research by conducting interviews and observations and coherently synthesize information from multiple sources.	4
2. Conduct research in the library and through the internet and electronic databases evaluating sources.	4
3. Document and cite sources using the Modern Language Association (MLA) format.	3
4. Generate a focused and mature thesis.	4
5. Report, analyze, argue, paraphrase, and summarize.	4

EN125 Introduction to Speech <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Appreciate the unique function and features of the spoken word.	
2. Demonstrate listening and information gathering skills.	4
3. Describe aspects of human communication and appreciate the differences in cultural communication patterns.	4
4. Practice strategies that improve communication.	4
5. Prepare and deliver public speaking activities (speeches).	4

EN210 Introduction to Literature <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Analyze critically acclaimed poetry, fiction, and drama from diverse cultures.	1,2
2. Recognize and employ terminology for discussing literature.	
3. Demonstrate an understanding of drama through analysis and the performance of plays.	
4. Analyze films as literature.	
5. Identify different approaches to literary criticism.	4

HI121 History of World Civilization I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop an understanding of the basic principles and theories involved with world civilizations.	1,2
2. Explain the development and evolution of ancient people and societies.	3
3. Develop an appreciation of world civilizations from pre-historic to 1500 A.D. from the Fertile Crescent to the medieval feudal states.	3

HI122 History of World Civilization II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop an understanding of the basic principles and theories	1-3

HL202 Nutrition <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify and recognize the major food groups and importance of each	

involved with world civilizations.	
2. Apply principles and theories to major events related to world civilizations.	1-3
3. Develop an appreciation of world civilizations.	1-3

HU120 Pacific Cultures <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate basic understanding of the culture, economy, and politics of the Pacific territories and emerging nations.	1-3
1. Discuss the cross cultural issues of Micronesians from various islands living on Guam.	1,2
2. Compare and contrast various Pacific island cultures.	1-3

PS140 American Government <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate understanding of the basic framework and concepts which define the American system/style of democracy.	2
1. Explain the historical roots of American government and the events which have affected the	2,3

group.	
2. Recognize factors in formulating good sources of nutrients.	
3. Demonstrate the correlation among health, nutrition, and food safety.	
4. Identify and recognize the Food and Drug Administration (FDA)	
5. Illustrate the impact of health and exercise in human body and lifestyle.	1
6. Design and tailor different diets to suit needs, requirements and diagnosis.	1

PI101 Introduction to Philosophy <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
3. Define key terms of the philosophical vocabulary relevant to the course.	
2. Distinguish different areas of philosophy and philosophical methodology.	1-4
3. Analyze their own desires and beliefs including the development of answers to existential questions.	1-4
4. Demonstrate understanding of some of the diverse assumptions and values that shape our experiences and attitudes.	1-4

PY100 Personal Adjustment <i>Upon successful completion of this course, students will be able to:</i>	Related to Program
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development and course of American government.	
3. Explain the three branches of government, their basic structures and functions, and how they are expected to change and interrelate with each other.	1-3
4. Develop an awareness of the factors and circumstances which may impact the direction and changes to the American system of government.	1-3
5. Demonstrate understanding of Guam's system of government.	3,4

SI103 Introduction to Marine Biology <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe key chemical, biological geological, and ecological processes that affect the marine environment and organisms therein.	2
2. Identify and classify common marine organisms.	1-3
3. Explain the effects of factors such as climate change, pollution, and over-fishing in marine ecosystems, as well as reflect on their roles in these issues.	4
4. Employ basic methods and observations to collect data, present results graphically, and interpret results to form conclusions.	4
5. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.	4

	Level SLO#
2. Explain and evaluate the importance of personal adjustment and the benefits of self-awareness.	1,2
3. Evaluate emotions and the significance of their emotions on self-development.	1,2
4. Identify and demonstrate the skills necessary for healthy communication and relationships.	4
5. Understand the impact societal expectations have on human behavior.	1
6. Recognize and evaluate the factors affecting individual choices and their effects on one's self and adjustment within society.	1,2

VC101 Introduction to Visual Communications <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Use the vocabulary of graphic design to demonstrate an understanding of standard graphic visual concepts, light and color, perception, trends, forms, and delivery of digital media.	4
2. Identify the six typeface families and demonstrate how each one expresses a mood.	
3. Find and recognize reference art to demonstrate understanding of visual graphic concepts and uses.	

6. Demonstrate their ability to complete a research paper including correct citation of sources and presentation of their research. Or plan and execute a service learning project that will include incorporating course information with service experience in a written reflection and presentation.	4
6.	

4. Distinguish basic visual processes, physiological aspects and sensual and perceptual theories.	
5. Develop understanding of injurious imaging, including cartoons, prejudicial thinking, stereotyping.	
7. Know the ethical and legal standards regarding the uses of graphic design and images and computer applications.	4

MARKETING/A.S.													
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	MK123	MK124	MK205	MK206	MK207	MK208	MK224						
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Obtain career-sustaining employment in a marketing profession.	I	R	E	R	R	R	E						
2. Be successful in a marketing career that is increasingly reliant upon the use of technology in the performance of marketing functions.	I	R	R	R	R	R	R						
3. Broaden their academic background and improve their opportunities for advancement in the workplace through up-to-date technical instruction in marketing.	I	R	R	R	E	R	R						

MK123 Principles of Marketing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Research a marketing environment in order to identify a marketing opportunity and formulate strategies to deliver promotional messages to the target markets.	1, 2, 3
2. Apply elements of the Promotional Mix in a marketing campaign.	1
3. Describe how cost, profitability, pricing strategies, and promotional strategies change over the entire Product Life Cycle of a product.	1, 2, 3
4. Justify their selection of the most efficient means of distribution for a product.	1

MK124 Selling <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Prepare and execute both a consumer oriented and a business-to-business oriented sales presentation.	1, 2
2. Understand the importance and techniques of relationship marketing.	1
3. Exhibit ethical behavior in selling.	1
4. Describe sales management structures.	1

MK205 Entrepreneurship <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Understand the characteristics and skills of a successful entrepreneur.	1
2. Calculate the risks and rewards of an entrepreneurial venture.	1, 2, 3
3. Understand the advantages and disadvantages of a startup, a buyout, and a franchise arrangement.	1
4. Determine the factors necessary to gain a competitive advantage.	1
5. Develop a Business Plan.	1, 3
6. Understand the legal organization of a small business.	1

MK206 Retailing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. List the major aspects of a retail career and the prerequisites for success in retailing.	1
2. Explain the importance of retail customers to the retail manager.	1
3. Discuss how the legal and ethical environment affects the retailer in making decisions.	1
4. Explain how retailers select and reach their target market through the location decision.	1, 2, 3
5. Explain a retailer's merchandise buying and handling.	1, 2, 3
6. Discuss the role of advertising and promotion in the operation of a retail business.	1

MK207 E-Marketing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain the basic models for engaging in commerce on the Internet.	1, 2, 3

MK208 International Marketing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Gain a truly global perspective rather than just from the U.S. point of view by	1, 2, 3

2. Explain how information technology can create a competitive advantage.	1, 2, 3
3. Develop product strategies for global competition.	1
4. Learn techniques for relationship marketing and customer services on the Internet.	1, 2
5. Understand why interactivity is a fundamental and vital aspect of an Internet retail strategy.	1, 2, 3
6. Explain how international channels of distribution have become key factors in determining competitive advantage.	1

addressing, confronting, and analyzing the existence of different environments, expectations, and market conditions.	
2. Describe export and import operations.	1
3. Explain how businesses work with governments and what role governmental considerations can play for the international marketer.	1
4. Develop a marketing and management strategies for international companies.	1, 3
5. Understand there are different political and legal environments in which international companies must operate.	1
6. Develop channel and distribution strategies for multinational companies.	1, 2, 3

MK224 Advertising <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop a comprehensive and effective Advertising Plan.	1, 2, 3
2. Think and plan strategically; gather and analyze research data; compute and evaluate the potential of alternate courses of action; cooperate with a team in developing creative solutions to a problem; analyze competitive proposals; understand why people behave the way they do; express themselves and their ideas with clarity; persuade others to their point of view; speak with knowledge, confidence and conviction.	1, 2, 3
3. Appreciate the effect of marketing and advertising on business, industry, and national economics.	1, 3
4. Comprehend the strategic function of advertising within the broader context of business and marketing.	1, 3
5. Discover what people in advertising do, how they do it, and the career opportunities these fields offer.	1, 3

MEDICAL ASSISTING/CERTIFICATE & A.S.

I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➞	MS101	MS120	MS121	MS125	MS140	MS141	MS145	MS201	MS210	MS220	MS221	MS225	MS292
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Meet national standards for medical assistants according to The American Association of Medical Assistants (AAMA).	I	I	R	E	I	R	E	E	R	I	R	E	E
2. Demonstrate knowledge of basic medical assistant procedures in a laboratory and clinical setting.	I	I	R	E	I	R	E	E	R	I	R	E	E
3. Demonstrate use of interpersonal and communication skills as it relates to the field of allied health.	I	I	R	E	I	R	E	E	R	I	R	E	E
4. Demonstrate office procedures as performed by a Medical Assistant in an office setting.	I	I	R	E	I	R	E	E	R	I	R	E	E

MS101 Introduction to Medical Assisting <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate basic knowledge of administration and clinical skills.	1
2. Discuss ethical legal considerations and theoretical concepts regarding patient care.	2

MS120 Clinical Medical Assisting I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge of basic medical assistant procedures in a lab and clinical setting.	1
2. Demonstrate ability to assist with facilitating patient flow through the clinic and/or physicians office.	3

MS121 Clinical Medical Assisting II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the ability to function effectively as allied health team members in the delivery of quality patient care at entry level proficiency.	1
2. Demonstrate the ability to apply routine patient care/diagnostic procedures in assessing health care.	1
3. Demonstrate the ability to practice applying routine patient care/diagnostic procedures.	1

MS125 Clinical Office Experience <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate in an office or clinical setting knowledge of basic medical assistant procedures.	1
2. Demonstrate use of interpersonal and communication skills in the clinical setting.	2

MS140 Administrative Medical Assisting <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate office procedures as performed by a Medical Assistant in an office setting.	3
2. Demonstrate knowledge of theoretical concepts and principles of medical office practice.	3

MS141 Administrative Medical Assisting Lab <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate administrative office procedures in a lab setting.	3
2. Demonstrate use of professional oral communication techniques.	2
3. Demonstrate use of professional written communication techniques.	2

MS145 Administrative Medical Assisting Clinical <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
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1. Demonstrate administrative office procedures in a clinical setting.	3
2. Discuss with supervisor/instructor procedures used in clinical settings.	3

MS210 Medical Assisting Critique <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Analyze, synthesize, and evaluate patient care management..	1
2. Review and prepare for examination as certified Medical Assistants.	1

MS221 Medical Assisting Specialties Lab <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the ability to practice advanced medical techniques in a lab setting.	1
2. Demonstrate the ability to act as liaison between the patient and physician.	2

MS292 Medical Assisting Practicum <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
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MS201 Medical Law and Ethics <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify legal and ethical responsibilities in patient care and management.	2
2. Display knowledge of the medical ethics in performance of duties.	2

MS220 Medical Assisting Specialties <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Assist the physician in the appraisal of the patient's health status.	1
2. Demonstrate the ability to use advanced Medical Assisting techniques and procedures.	1

MS225 Medical Assisting Specialties Clinical <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate the ability to use advance Medical Assistant knowledge and techniques in an ambulatory setting.	3
2. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.	2

1. Demonstrate professional characteristic expectant of a beginning practicing Medical Assistant.	3
2. Demonstrate ambulatory patient care concept and principles with entry level proficiency in the administrative area.	
3. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the clinical area.	1

OFFICE TECHNOLOGY/CERTIFICATE & A.S.													
*both Cert/AS, **elective for AS only I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➡	OA101*	OA103*	OA109	OA130*	OA210*	OA211	OA220*	OA230*	OA240	OA250*	OA298**		
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. CERTIFICATE: Obtain knowledge and skills in various computer applications to adapt to the technological needs of respective organizations.	I	IR	IR	IR	IR		IR	IRE		IRE			
2. CERTIFICATE: Use previously learned skills and information to format and produce various office documents.	I	IR	IR	IR	IR		IR	RE		RE			
3. CERTIFICATE: Express confidence in their ability to use and integrate several office applications.	I	IR	IR	IR	IR		IR	RE		RE			
1. AS: Acquire necessary administrative skills to work in a legal or medical office.	I	IR	IR	R	IR	IR	IR	RE	RE	RE	E		
2. AS: Gain employment in a legal, medical or other office-related occupation with the necessary attitudes and values reflective of their training.						R			R	R	E		
3. AS: Demonstrate efficiency in legal medical transcription through the use of industry computer application software.									E	E	E		

OA101 Keyboard Applications <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate an increase in speed and accuracy using the touch system.	C1/A1
2. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner.	C2/A1
3. Use word processing software to create, save, print, open, edit, and close documents.	C1/A1
4. Demonstrate good work habits, acceptable typing techniques and skill in using the microcomputer and printer.	C1/A1

OA103 Filing Systems <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Index, code, cross-reference, and arrange personal names, business names, and organization names in correct filing order.	C2/A1
2. Store and retrieve records using alphabetic, subject, numeric, and/or geographic methods of filing.	C2/A1
3. Create, maintain, and access a computerized records management database.	C1/A1
4. Demonstrate the procedures for records control and retention, including charge-out systems, electronic files control, and transfer methods.	C3/A1

OA109 Business Math Using Excel <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Perform computations involving whole numbers, decimals, fractions, and percents.	C2/A1
2. Prepare bank statement reconciliations.	C2/A1
3. Calculate the components of payroll.	C2/A1
4. Solve simple interest and compound interest problems.	C2/A1
5. Use Excel to solve business problems.	C1/A1

OA130 Information Processing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate correct keyboarding technique.	C1/A1
2. Demonstrate proper technique for keying correspondence; including, letters, memorandums, reports, tables, and forms.	C2/A1
3. Demonstrate keyboarding speed of 35 to 45 words a minute with 5 or fewer errors.	C3/A1
4. Demonstrate proper work attitudes for business.	C3/A1

OA210 Database Management Systems <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
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OA211 Business Communication <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
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<i>course, students will be able to:</i>	Level SLO#
1. Design, create, and modify a database.	C1A1
2. Design, generate, and modify queries, forms, and/or reports for the input and/or extraction of data.	C2/A1
3. Integrate with other office applications. and collaborate and secure data.	C3/A1

	Level SLO#
1. Write effective business menos, letters, and reports.	A1
2. Prepare and deliver effective oral presentations.	A1
3. Demonstrate effective interpersonal communication skills.	A1
4. Communnicate orally in one-on-one, small group and large group situations.	A1
5. Develop a practical job search strategy, including writing successful resumes.	A2

OA220 Spreadsheet Systems <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Create, save, retrieve, edit, format, and print an electronic worksheet using formulas, built-in functions, and charts.	C1/A1
2. Create and manipulate electronic spreadsheet databases, templates, and macros.	c2/a1
3. Integrate with other office applications and collaborate and secure data.	C3/A1

OA230 Advanced Information Processing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Select the appropriate technology tool to create word procesing, spreadsheet, database, and/or presentation documemnts.	C3/A1
2. Create compound documments by integrating word processing, spreadsheet, database, and/or presentation applications.	C2/A1
3. Apply proper document formats when keying business correspondence-memorandums, letters, reports, tables, and forms.	C2/A1
4. Create and manage documents using teamwork.	C2A1
5. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no	C3/A1

OA240 Machine Transcription <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop the ability to think and use sound judgment while keying correspondence.	A1
2. Demonstrate proper techniques of transcription to produce mailable legal/business documents.	

3. Apply correct spelling, grammar usage, and style to documents.	
4. Examine and use appropriate reference materials.	

OA298 Co-op Work Learn <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop administrative skills in a workplace environment.	A1
2. Demonstrate competence using business office technology, electronic communication skills, software application, time management and organizational skills.	A1
3. Demonstrate effective human relations skills with co-workers and respect others' differences in culture, race, and ethnicity.	A1

more than 5 errors.	
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OA250 Office Procedures <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop an understanding of the responsibilities, professional image, appropriate job attitudes, and interpersonal relationships of the administrative assistant.	C3/A1
2. Develop skills in completing tasks commonly performed in an office setting; including, answering the telephone, faxing, using e-mail, and reprographics.	C3/A1
3. Enhance communication and interpersonal skills.	C3/A1
4. Develop skills in obtaining, organizing, evaluating, and managing information.	C3/A1

COMPUTER AIDED DESIGN & DRAFTING/CERTIFICATE & PRE-ARCHITECTURAL DRAFTING/A.S.

The yellow highlights are for A.S. only

I = Introduced R = Reinforced E = Emphasized

List course alpha and no. ➞

AE103

AE121

AE122

AE138

AE150

AE160

AE216

Student Learning Outcomes – Program Level

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge and skills needed to design and draft projects ranging from two to three dimensional designs for commercial and residential buildings.

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2. Demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional electronic designs.

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3. Develop a professional work ethic needed in the architectural engineering industry.

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R

RE

4. Create an electronic portfolio that represents proficiency in the development of two and three dimensional computer aided designs. (AS ONLY).

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E

Name of Program CADD and Pre-Architectural Engineering Certificate AND Associate I = Introduced R = Reinforced E = Emphasized List course alpha and no.	AE103	AE121	AE122	AE138	AE150	AE160	AE216							
Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:														
1. Use of acquired skills in effective communication, and quantitative analysis with proper application of technology.	I	I	R	I	R	E	E							
2. Ability to access, assimilate and use information ethically and legally.	I		I	E	R		E							
3. Mastery of critical thinking and problem-solving techniques.		I	R	E	R	E	E							
4. Collaborative skills that develop professionalism, integrity, respect, and fairness.		E	E	E	RE	E	E							
5. Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally.				I	I	I	IR							

AE121 Technical Engineering Drawing I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate proper use of drafting instruments to draw existing plans.	1
2. Accurately measure existing drawings.	1
3. Describe basic components of a blueprint.	1

AE122 Technical Engineering Drawing II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Prepare a partial working drawing.	1
2. Accurately depict different elevation views.	1
3. Draw plumbing components found in a typical house plan.	1

AE138 Building Codes, Specifications & Construction Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain local and national building codes and standards.	1, 3
2. Identify the process for acquiring a building permit.	1, 3
3. Explain the various agencies functions in the permitting process.	1, 3

AE103 Basic Blueprint Reading <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Identify basic specifications and codes of various trades related industries.	1
2. Recognize and sketch basic lines.	1
3. Apply symbols, notes, and conventions to the creation of drawings and sketches.	1

AE150 CADD I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Produce line drawings using computer technology.	2, 4
2. Demonstrate and explain basic equipment components and terminology used in the Computer Aided Design &U Drafting (CADD) career.	2, 4
3. Demonstrate basic proficiency using design software.	2, 4

AE160 CADD II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design.	2, 4
2. Compile information about a building from architectural and engineering reference materials and produce an appropriate document that complies with building codes and save it in an electronic medium.	2, 4
3. Demonstrate intermediate two and three dimensional editing techniques.	2, 4

AE216 Descriptive Geometry <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
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1. Apply graphical methods to solve three-dimensional space problems.	1, 2, 4
2. Set up projection planes to satisfy specific requirements.	2, 4
3. Use computer drafting software such as AutoCad® to create a three-dimensional object with integration of three dimensional shapes and save to an electronic medium.	

SUPERVISION & MANAGEMENT/CERTIFICATE & A.S.

I = Introduced R = Reinforced E = Emphasized List course alpha and no. →	SM108	SM205	SM208	SM211	SM215	SM220	SM225	SM230	SM240	SM245			
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Apply supervision and management theory and principles to business procedures and practices either in the public or private sector.	I	IR	IRE	R	IRE	IRE	IRE	E	E	E			
2. Qualify for employment in a variety of management related positions, such as personnel supervisors, managers, administrators, and government officials among others.	I	RE	RE	R	RE	RE	RE	RE	RE	RE			
3. Upgrade their knowledge and job skills in supervision and management within the Guam community and Pacific region.	I	RE	RE	RE	RE	IRE	IRE	R	R	R			

SM108 Introduction to Business <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs operating within the system.	1,2,3
2. Construct the stages in the development of management ethical standards.	1,2
3. Summarize in writing their feelings about applied business concepts.	1,2,2

SM230 Business Law Applications <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Discuss the law of contracts as it relates to offers/acceptances, consideration, and competency.	1,2,3
2. Identify the key elements of intentional, negligence, and strict liability torts.	1,2,3
3. Summarize in writing their feelings about applied business law concepts.	1,2,3

SM205 Purchasing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate mastery of purchasing policy, skills, and applications, as it applies to purchasing decision.	1,2,3
2. Summarize in writing their feelings about applied purchasing concepts.	1,2,3

SM240 Employment & Labor Law <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Discuss the history of American labor unions and its impact on the enactment of federal labor laws.	
2. Explain how Title VII of the Civil Rights Act protects covered employees prohibiting any discrimination based on race, color religion, sex or national origin.	1,2,3

SM208 Personnel Supervision <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge and skills in the area of personnel supervision.	1,2,3
2. Identify employee needs and apply motivational skills to address them.	1,2,3
3. Identify employee needs and apply motivational skills to address them.	1,2,3

SM245 Ethics & Stakeholder Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe and explain actions or strategies that management may take to improve a firm's ethical climate.	1
2. Describe ethical standards in management and identify its role in contemporary business practices.	1,2,3
3. Summarize in writing their feelings about applied ethics and stakeholder concepts.	1,2,3

SM211 E-Commerce Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Assess "customer needs" business websites.	1,2,3
2. Differentiate four Internet business models-Business-to-Business (B2B), Business-to-Customer (B2C), Consumer-to-Consumer (C2C), and Consumer-to-Business (C2B).	2,3

SM225 Leadership <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe via reflective narratives their experiential learning in Service Learning.	1,2,3
2. Summarize in writing their feelings about applied leadership concepts.	2,3

SM215 International Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Develop strategies for sustaining international business competition in a global setting.	
2. Discuss cross-cultural business ethics and corporate social responsibility in subsidiary assignments.	2,3
3. Summarize in writing their feelings about applied international management concepts.	1,2,3

SM298 Co-op/Work-Learn for Supervision & Management <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate supervised work experience and management life skills necessary to succeed in supervision/management positions.	1
2. Apply the practice of professional business ethics related to the moral and social responsibilities of a supervisory/management position.	
3. Summarize in writing their feelings about applied Co-op/work-Learn concepts.	1

SM220 Management Skill Development <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Examine and interpret the traditional four functions of management; planning, organizing leading a, and controlling.	2,3
2. Construct and apply the eight-steps used in structured decision making process.	1,2,3

3. Summarize in writing their feelings about applied management concepts.	1,2,3
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SURVEYING TECHNOLOGY/CERTIFICATE & A.S.

Courses with an asterisk are for A.S. only. I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➡	AE150	SU100	SU101	CE211	CE222	SU230	SU250	SU292	SU240*	SU241*	SU251*	SU280*	
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. CERTIFICATE: Demonstrate preparedness to enter productive technical positions in the geospatial fields of surveying, mapping, and Geographic Information Systems.	I	I	R										
2. CERTIFICATE: Successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 1 Certified Survey Technician examination.				E	R	I							
3. CERTIFICATE: Develop a professional work ethic needed in the surveying industry.							R	E	I				
1. ASSOCIATE: Demonstrate preparedness for entry into mid-level technical positions in the geospatial fields of surveying, mapping, and Geographic Information Systems (GIS).								E	I	R			
2. ASSOCIATE: Successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 3 Certified Survey Technician examination and pursue licensure as a Professional Land Surveyor								E	I	R			

through experience working under a Professional Land Surveyor.													
3. ASSOCIATE: Develop a professional work ethic needed in the surveying industry.								IRE					
4. ASSOCIATE: Demonstrate ability to utilize modern measurement technologies to acquire spatial data and employ industry-standard software to solve technical problems.								IRE					

AE150 CADD I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Produce line drawings using computer technology.	1,2
2. Demonstrate and explain basic equipment components and terminology used in the Computer Aided Design & Drafting (CADD) career.	1,2
3. Demonstrate basic proficiency using design software.	1

SU100 Surveying Drafting <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Discuss the roles of office draftpersons or survey party chiefs.	1,2
2. Define common terminology in the surveying drafting career.	2
3. Explain the diverse engineering fieldwork and methods of graphic resolution used.	1,2

SU101 Surveying Problems I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate understanding of basic mathematics needed for survey computations.	1,2
2. Apply basic arithmetic, trigonometry and geometric operations to given surveying problems.	1,2
3. Discuss and identify solutions to various surveying problems encountered in the work setting.	1,2,3

CE211 Plane Surveying I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the fundamentals of chaining, leveling, and use of transit as it relates to plane surveying.	1,2
2. Properly care, adjust, and use equipment in the plane surveying field.	1,2
3. Given a set of tasks, demonstrate proper use and application of surveying equipment and tools.	1,2

SU230 Advanced Surveying <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate proficiency in the mathematical computations of horizontal and vertical surveys including the process of laying out horizontal and vertical curves.	1,2
2. Apply proper survey processes in construction surveys and layouts.	1,2

SU250 Intro to Geographic Information Systems <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Describe the fundamental concepts of GIS and the major functionality contained within the ArcGIS software.	1,2,3
2. Explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems. (The course	1,2,4

3. Demonstrate understanding of boundary surveying and the legal aspects of property surveying.	1,2
4. Analyze boundary and property survey problems using applicable survey methods.	1,2
5. Demonstrate understanding of concepts of geodetic and GPS surveying.	1,2,4

emphasizes practical GIS skills.)	
3. Demonstrate understanding of the basics of the geodatabase and the more advanced functionality that makes the geodatabase such a powerful data model.	1,2
4. Design presentation-quality maps and create a personal geodatabase.	1,2,4

SU292 Surveying Practicum <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.	1,2,3
2. Apply proper field operations in traversing, leveling, and topographic surveying.	1,2,3
3. Demonstrate proficiency in the preparation of survey drawings using computer aided surveying software.	1,3
4. Transfer data to and from survey instruments, data collectors, and computers.	1,3
5. Demonstrate understanding of errors and error propagation in field work.	1,2,3

SU240*Boundary Law I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate understanding of boundary control and legal principles to include identification of errors in legal descriptions.	1,2
2. Discuss legal principles such as deed first/survey first, common and case law.	3
3. Define the basic elements of a boundary survey and the proper sequence of events/actions.	3
4. Evaluate boundary evidence and make decisions based on this ranking.	1,2,4
5. Identify controlling corners and boundaries.	1,2,4

SU241*Boundary Law II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Explain in detail the subjects of evidence and procedures used for determining real property boundaries.	1,2

SU251*Advanced Geographic Information Systems <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Produce and control raster data using ArcGIS Spatial Analyst.	1,2,4

2. Demonstrate proficiency of reading legal instruments prepared by land surveyors.	1,2
3. Describe the surveyor's role in court cases.	1,2,3
4. Write a legal and technical description and prepare a surveyor's report.	1,2

2. Create a variety of raster surfaces including hillshade relief maps, slope and aspect surfaces, and density and distance surfaces.	1,2
3. Create, execute, and automate spatial analysis work flows.	1,2,4
4. Explain what a surface model is and create both raster and vector surfaces.	1,2

SU280* Special Topics in Geographic Information Systems <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.	1,2
2. Apply Survey Analyst GIS tools on cadastral datasets and perform analysis of these datasets to ensure survey accuracy.	1,2
3. Use ArcGIS tools to address real-world social, economic, and environmental planning problems.	1,2,3,4

CE222 Plane Surveying II <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate a variety of surveying techniques.	1,2
2. Apply appropriate skills using proper surveying instruments given various tasks.	1,2,4
3. Discuss reconnaissance, preliminary, and construction surveys.	1,2,4

TOURISM & TRAVEL MANAGEMENT/A.S.								
I = Introduced R = Reinforced E = Emphasized List course alpha and no. ➡	HS153	HS158	HS251A	HS251B	HS257	HS260	HS265	HS295a,b
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:								
1. Demonstrate competency in the skills needed to work as a professional in the tourism and travel industry.	I	I	IR	IR	IR	IR	IR	E
2. Demonstrate preparedness to successfully pass one of several local and/or nationally recognized tourism and travel tests.	I	I	I		IRE	R	R	E
3. Apply an appropriate work ethic and professional demeanor as it relates to the tourism and travel industry.	I	I	IR	IR	IRE	RE	R	E

HS153 Destination Geography <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge in geographical terminology, landforms, weather, countries, and destinations, as it relates to the tourism industry with the use of industry accepted methods.	1,2
2. Demonstrate knowledge in researching, planning, and selling a destination by creating a travel itinerary with the required components.	1
3. Create and present a destination with a wide range of knowledge spotlighting the travel and tour activities found at that location through a power point presentation.	1

HS158 Intro to MICE <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge of how to plan a meeting, incentive, convention, or exhibition.	1
2. Demonstrate basic skills and knowledge in the successful planning of a MICE.	1
3. Explain career opportunities within the MICE industry.	1

HS251A Ticketing & Travel Documents <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Answer questions from clients regarding domestic and Int'l airline travel: reservations and ticketing information, security, baggage allowance, special in-flight services, medical assistance services, unaccompanied children and have basic knowledge of the ASTA's Air Traveler's Bill of Rights.	1,2
2. Demonstrate basic geography skills, with emphasis on major destinations and airports serving North America. familiar with the resources for reservations.	1
3. Explain how to qualify the clients based on their terms that may include: preference for airline, aircraft, destination, and other pertinent requests.	1

HS251B Internet Travel <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate knowledge of how the Internet can be used as a tool for the travel and tourism industry.	1
2. Demonstrate the convergence of the Internet as an alternate and additional distribution channel for travel services for travel professionals and travelers alike.	1
Demonstrate knowledge by accessing and researching travel destinations and making a pseudo-reservation using the internet.	1

HS257 Principles of Tour Guiding <i>Upon successful completion of this</i>	Related to
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HS260 Travel Professionals <i>Upon successful completion of this</i>	Related to
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<i>course, students will be able to:</i>	Program Level SLO#
1. Demonstrate knowledge of the required rules and regulations pertaining to Tour Guiding practices on the island of Guam. gain enlightenment in the Historical, Cultural, Natural and Governmental journey in Guam from the pre-contact time to today in an accelerated timeline.	1,2
2. Identify and describe duties and responsibilities of tour guides.	1
3. Complete a Practicum with a minimum of 10 hours and additional training regarding the Tour Guiding Principles.	1,3

<i>course, students will be able to:</i>	Program Level SLO#
1. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.	1
2. Plan and execute an itinerary to include necessary documentation to fit the needs of the Traveler and their destination.	1
3. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.	1,3

HS265 Eco Tourism <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate Eco-Tourism as an environmentally focused, responsible and sustainable type of tourism.	1
2. Match the type of Eco-tourism: nature based, cultural, adventure and/or alternative to the Eco- Traveler.	1
3. Explain career opportunities in the ecotourism field and how best to use this training to become a travel professional of the new century.	3

HS295a, b <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Demonstrate, their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.	1
2. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.	1,2
3. Plan and execute an itinerary to include necessary documentation to fit the needs of the traveler and their destination.	1
4. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.	1,3

VISUAL COMMUNICATIONS/A.S.													
I = Introduced R = Reinforced E = Emphasized List course alpha and no.	VC101	VC102	VC125	VC126	VC131	VC135	VC141	VC145	VC161	VC165	VC172	VC201	
Student Learning Outcomes – Program Level Upon successful completion of this program, students will be able to:													
1. Enter digital publishing, Internet web media design and video production industries.	E	E	E	E	E	E	E	E	E	E	E	E	
2. Apply the visual elements of line, shape, value, color, texture typography and space in the creation of visual products.	I	R	E	E	R	E	R	R				R	
3. Create materials using desktop publishing applications for print.					I	E		R				R	
4. Plan, record and edit video productions.							R	R	I	R		R	
5. Produce and edit photographic and scanned images.			R	R	R	R	R				I	R	
6. Work with customers and clients of visual production companies to develop visual advertising and public information products and programs.						R	R		R	R		E	

VC101 Introduction to Visual Communications <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Use the vocabulary of graphic design to demonstrate an understanding of standard graphic visual concepts, light and color, perception, trends, forms, and delivery of digital media.	2
2. Identify the six typeface families and demonstrate how each one expresses a mood.	2
3. Find and recognize reference art to demonstrate understanding of visual graphic concepts and uses.	2
4. Distinguish basic visual processes, physiological aspects and sensual and perceptual theories.	2
5. Develop understanding of injurious imaging, including cartoons, prejudicial thinking, stereotyping.	1

VC102 Design Principles and Elements <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Recognize and apply the elements of graphic design including space, line, shape, value, texture and color space and balance, contrast and variation.	2
2. Select effective typography and text composition in graphic design.	2
3. Think conceptually about the meaning of text and image in combination.	2
4. Apply procedures to solve design problems while considering the factors of materials, tools (computer, camera), style, choice and creative license.	2
5. Demonstrate an understanding of three-dimensional design.	2

VC125 Digital Graphics: Photoshop <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Navigate with the tools of Photoshop to create and edit graphics for print and for the web.	1
2. Apply the principles of good graphic design to computer graphic projects.	2
3. Optimize web images and image maps.	2
4. Understand and use the	1

VC126 Digital Graphics: Illustrator <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Apply the principles of good graphic design to create artwork required by computer graphic projects.	2
2. Work with type including creation of type, type masks, formatting and wrapping text.	2
3. Understand the tools and procedures of Illustrator and navigate to the proper tool to create and edit graphics for print and for the web.	1
4. Understand and use the common	1

vocabulary of PhotoShop activity.	
5. Employ basic photo and scan editing and corrections including cloning, healing and patching.	5
6. Use layers, masks paths and channels to product graphic images.	1
7. Differentiate between vector and raster (bi-map) graphics.	1
8. Prepare images for two-color printing.	1
9. Produce and print consistent color.	1

vocabulary of Illustrator.	
5. Combine Illustrator graphics and PhotShop images.	1
6. Draw cylinders and boxes and use gradients and brushes to draw shapes.	2
7. Create images for web publication including exporting in GIF and JPEG formats.	1

VC131 Desktop Publishing <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Understand the standard vocabulary of desktop and print publishing.	3
2. Use application tools and functions common to desktop publishing and page layout software.	3
3. Locate and choose fonts needed for DTP projects.	3
4. Employ palettes and apply functions common to DTP including color, layout style sheets and measurements.	3
5. Set up documents using forms, rules and tables.	3
6. Distinguish between effective usage of inkjet and laser printers.	3
7. Use efficient digital project file management.	3
8. Practice efficient working techniques.	6

VC135 Desktop Publishing: Quark Express <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Create basic web pages with QuarkXpress.	1
2. Apply the principles of good graphic design to desktop publishing projects.	3
3. Demonstrate practical understanding of employer and customer requirements.	3
4. Understand and use the common vocabulary of desktop publishing.	3
5. Practice effective judgment with fonts, type styles and type uses.	3
6. Demonstrate ability with style sheets, color graphics and the control of long documents, pre=press requirement.	3

VC141 Web Design <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level
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VC145 Macromedia Suite <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level
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	SLO#
1. Produce a simple multi-page web site.	1
2. Use effective web typography.	2
3. Upload web sites and modifications to web servers.	1
4. Employ current practices of web site graphics.	1
5. Create Cascading Style Sheets.	1
6. Write simple HTML coding.	1
7. Create rollover buttons.	1

	SLO#
1. Create web site photo viewers.	1
2. Demonstrate advanced design techniques with Fireworks.	1
3. Include movies and filmstrips in web pages.	1
4. Design and create animations including animated maps with Flash.	1
5. Employ CGI and other interactive actions.	1

VC161 Video I <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Produce simple video productions from planning through editing.	4
2. Plan and create storyboards for video productions and shoot video according to plans.	4
3. Operate a variety of video cameras and use a variety of camera moves with hand-held and studio cameras.	4
4. Understand and use the common vocabulary of video production.	4
5. Use and control natural and artificial lighting.	4
6. Demonstrate use of a variety of industry-standard shots.	4
7. Employ a variety of microphones and audio mixers used in audio recording.	4
8. Employ simple computer digital editing including titling and audio dubbing.	4

VC165 Digital Editing: Final Cut Pro <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level SLO#
1. Capture video and import audio into the computer to establish the content for the editing process.	4
2. Apply animation to incorporate motion to still images.	4
3. Add and edit voice and music tracks.	4
4. Understand and use the common vocabulary of digital video editing.	4
5. Use the tools, commands and procedures of Final Cut Pro.	4
6. Cut up shots and build video sequence of shots.	4
7. Create titles and credits in a variety of styles.	4
8. Convert video to various final export formats including DVD and Web.	4

VC172 Imaging Concepts and Elements <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level
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VC201 Project Management and Marketing Solutions <i>Upon successful completion of this course, students will be able to:</i>	Related to Program Level
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	SLO#
1. Understand and use the common vocabulary and terms and cameras, scanning and digital imaging.	5
2. Recognize and apply the elements of effective aesthetic composition to produce good photographs with cameras.	5
3. Use camera controls of focus, shutter speed and f-stop to vary light entering the camera for effective photography.	5
4. Utilize studio lighting principles for basic portraiture and small product photography.	5
5. Scan photos, negatives, slides and printed images, including text, to produce digital images.	5
6. Employ basic digital photo and image editing using the software included with scanners and other simple computer editing applications.	5

	SLO#
1. Use cooperative teamwork for visual communications problem solving and production.	6
2. Research potential products identifying customers to be targeted.	6
3. Conceptualize and create visual messages for clients and customers using print, video and webmedia.	1



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